

Penny Banks
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Month day, year

Mr. Timothy Rainville
Human Resources Manager
Scotiabank
3169 Young Street
Toronto, ON M5J 1A7

Re: Account Manager Position

Dear Mr. Rainville:

It is with great interest that I respond to the advertisement on your website for an account manager. I believe that my professional profile is a perfect match for this position. I have a passion for the banking industry and I will be completing my Honours Bachelor of Commerce, with an option in Finance this spring. I am certain that the expertise I have gained through my academic studies and work experience will allow me to make a valuable contribution to your team.

Scotiabank has proven to be a leader in the field of finance on both a national and an international scale. Your mission is to see the future through the eyes of the customer and I admire your organization's consistent capacity to adapt its services to the changing priorities of your clients. Working for your institution would be a tremendous learning opportunity. Not only would it allow me to use my educational background and professional skills, but it would also enable me to contribute toward exciting initiatives and build a promising career in my area of interest.

In addition to my university degree, I am presently completing the Canadian Securities Course. I have in-depth knowledge in the area of personal financial planning and retail banking services. I am a results-oriented individual with excellent communication, teamwork, and organizational skills, as well as an ability to work effectively with others and adapt to changing environments. My approach to work is extremely client-focused. I enjoy meeting new people and my experience as a teller has allowed me to develop my skills in building strong customer relationships. I am confident that I will be considered an asset to your organization and would welcome the opportunity to support Scotiabank in achieving its goals.

Please find enclosed my résumé which will provide you with additional information related to my strengths and achievements. I look forward to meeting with you to further discuss my suitability for this position. The best way to reach me would be by phone at 613-555-5488. Thank you in advance for your consideration. I look forward to hearing from you in the near future.

Sincerely,

Penny Banks

Encl.