

WILL B. LEADER

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Month day, 20XX

ABC Headquarters
Brouwerijplein, 1
3000 Leuven
Belgium

Please note that portions of this letter are highlighted for illustrative purposes, demonstrating how you can address employer needs (as outlined in the job description).

Re: ABC's Global Management Trainee Program in the Asia-Pacific region

Dear Sir or Madam:

It is with great interest that I respond to the advertisement on your website inviting people with an engineering, business or economics background to apply for the captioned program. I am a 4th year student at the Telfer School of Management at the University of Ottawa completing an Honours Bachelor of Commerce, with an option in Management, and I will be graduating before your August 20XX deadline.

My reasons for wanting to participate in one of the world's most challenging global management trainee programs are numerous. As a young entrepreneur championing sustainable development, I am looking for the opportunity to join an internationally renowned company where my disciplined approach for delivering outstanding results, my demonstrated passion in all that I do, and my proven ability to inspire those around me will be utilized on a daily basis. ABC, a leading global organization with a consumer-centric and sales driven approach, would provide the kind of professional challenge that I am looking for. I enjoy working hard for my success; ABC's strong emphasis on meritocracy and informality to allow better decision making and leverage a network of contacts throughout the business supports my holistic approach to working in a global market.

As you can appreciate from my attached résumé, I constantly seek invigorating new challenges and cross-functional change. Curious and eager to learn from multiple sources, I participated in an international exchange program at the City University of Hong Kong during my 3rd year at Telfer where I developed working knowledge of Mandarin. I did my 4th year internship at the Consulate General of Canada in Hong Kong, honing on my ability to comfortably communicate orally and in writing with colleagues, clients and contacts in English, French and Mandarin. From studying and working in China to creating my own new venture which employs a dozen multisectoral experts from various cultural backgrounds while completing my studies full-time, I have acquired and developed a unique blend of management and leadership skills leading to sustainable results. I have a very strong work ethic: zero complacency, integrity, hard work, quality and consistency. I have the utmost respect for investors, stakeholders and partners; I assume ownership of my jobs and take personal responsibility for my decisions and their consequences.

Finally, ABC's corporate governance rules and modus operandi, along with its social responsibility efforts and its philosophy on work-life balance, fits with the framework I am seeking to create in order to chart a course for my own future. In summary, I believe I have the training, knowledge, experience, skills and competencies, as well as the personal attributes to make a significant contribution to ABC in the Asia-Pacific region. I would appreciate an interview to discuss my qualifications in greater detail. Thank you in advance for your consideration.

Yours truly,

Will B. Leader

Encl.