

Jane Doe, MBA

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October 1st 20__

Ms. Theresa Banks
Scotia Capital
Toronto, Ontario M5W 3T3

Investment Banking/Mergers & Acquisitions/Equity Capital Markets Associate Rotation Program

Dear Ms. Banks:

It is with great enthusiasm that I submit my resume for a position with the Investment Banking/Mergers & Acquisitions/ Equity Capital Markets Associate Rotation Program. I was very interested to learn about the full range of services and products Scotia Capital provides to their clients – I am keen to become a contributing member of your team.

Please allow me to highlight my qualifications as they relate to your requirements:

Your Requirements

MBA degree completed by Spring 201__.

Strong quantitative skills focused on financial analysis and accounting theory.

Excellent communication skills and the ability to multi-task and adapt to situations.

My Qualifications

Expected graduation of Spring 20__ from the Asper School of Business with a Master of Business Administration degree.

Over three years' experience working, researching and analysing data in the financial sector.

Provided outstanding client service in retail settings, ensuring exceptional rapport with clients while fully meeting needs in a fast paced, changing environment.

In addition to the above mentioned skills, I possess strong attention to detail, exhibit a focused commitment to achieving results and the drive to complete projects on time through hard work and dedication to quality.

I am eager to meet for an interview during which time I can fully express my capacity and desire to contribute to Scotia Capital. I will call your office the week of October 15th to schedule a discussion at your earliest convenience. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Jane Doe