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September 1, 2019

Mr. R. Smythe
Manager, Human Resources
XYZ Company
57 Mutual Street
Mississauga, ON L4G 2Y5

RE: Associate Financial Analyst

Dear Mr. Smythe:

As a graduating student with a strong background in both the analytical and interpersonal skills required, I would make an excellent candidate for the Associate Financial Analyst position listed with the University of Toronto's Career Learning Network. My experience has been developed in the financial industry through an internship and in my customer service and academic experiences, which have provided me with a strong foundation of interpersonal and technical skills.

Through my current internship with FedEx I analyze current and potential business processes with the goal of maximizing revenue, including developing recommendations for changes to rate strategies and revenue optimizing processes. I support my manager by drafting reports for the senior analysts and developing presentations and required materials. These analyses require strong forecasting and modelling skills for accuracy and timeliness to meet tight deadlines.

While at FedEx I have also strengthened my communication and teamwork skills, as I liaise closely with the Sales team during these processes to ensure that our customer service standards are met and overall profitability can be attained. These skills were initially built through my experience as a Resource Assistant and a Membership Services Representative, where I interacted continually with students and customers. I utilized my communications skills to explain sometimes complex database usage to my peers and my promotional skills to customers to encourage purchase of services. As a member of a team of Resource Assistants, I collaborated with team members to ensure coverage and service provision to the students at the Financial Learning Centre at UTM.

XYZ's recent "Green" award fits with my own values of the importance of taking care of our environment. I've been an active member in UTM's Enviro Club and have worked to increase awareness, educate UTM students and change behaviour to ensure our campus environment remains healthy and green.

The combination of my technical, communication and interpersonal skills is a strong fit with XYZ Company's needs. I look forward to discussing the opportunity further and can be reached at 905-555-1242 or a.chandrasena@mail.utoronto.ca. Thank you for your consideration.

Sincerely,

Amanthi Chandrasena