

MOST EFFECTIVE COVER LETTER

Des Mohammed

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TD Securities Recruitment
66 Wellington Street West
9th floor
Toronto, Ontario
M5K 1A2

In the opening paragraph Des draws attention to his important connection with TD. He follows this up by immediately attracting the employer's attention to his key qualifications.

Re: Investment Banking Analyst

As a part-time TD Canada Trust (TDCT) employee with a Bachelor of Commerce degree in Finance and Economics, I am confident that I meet the requirements of your position as posted on the University of Toronto at Mississauga (UTM) Career Centre website. My business and academic leadership activities both on and off campus demonstrate my communication skills as well as my strengths in research and analysis.

Des draws attention to his achievements and points out his ability to maintain good grades while leading a balanced life. He reinforces his important connection with TD by mentioning it again in this paragraph.

Over the past two years, I have balanced my studies (maintaining a 3.8 GPA) with finance-related roles including Assistant to a Financial Adviser at TD Canada Trust, Vice-President of Finance with the student Commerce Society, and charter member of the first Investment Club on UTM's campus. These experiences have enabled me to efficiently and accurately assess client needs while using effective communication strategies, and have earned me special recognition at TDCT.

In the body of his letter, Des addresses both the personal skills required for the position e.g team and communication, as well as his technical skills e.g financial modeling and client proposals. He gives proof of his capabilities with concrete examples from university and work experiences

As you will see in my attached resume and transcript, while earning high grades, I have demonstrated relevant research and analytical skills in my finance courses at UTM. As charter member of the UTM investment club, my market sector research and investment recommendations led to an average rate of return of 14%. My education combined with my TDCT work experience have enabled me to acquire advanced proficiency in key competencies integral to success in investment banking, including financial modeling, client proposals and presentations. In one of my academic projects, I excelled as a member of a team tasked with valuing a company's tangible and intangible assets and assessing the implications of its structure on that value.

I welcome your invitation to an interview where I can demonstrate my potential in more detail. I can be reached at 905-828-1234 or des.mohammed@mail.utoronto.ca. Thank you for your consideration.

Sincerely,

Des Mohammed

Des' tone is confident without being arrogant. The letter highlights his skills through use of specific results and achievements, and demonstrates the link between his experience and what the employer is seeking. Des repeats the contact information as a reminder for the reader to contact him right away.