COVER LETTER SAMPLE

FINANCE

August 1, 2010

Mr. Paul Taylor
Recruiting Manager
Edward Jones
58 Younge Street West
Toronto, Ontario
M5J 4C1

Dear Mr. Taylor,

It is with great interest and enthusiasm that I am applying for the Budget Analyst (456234) position with Edward Jones. I first read about this position on the job posting board of the Business Career Development Office at Brock University and I have enclosed my resume for your consideration.

I have recently graduated from Brock University with an Honours Bachelor of Business Administration degree, concentration in Finance. While working for Canadian Tire Financial Services I gained practical experience in budget reviews, financial reporting, and cash flows. This position helped me establish solid interpersonal and communication skills as I had to probe questions from executives and clients to make appropriate adjustments to financial statements and budgets. As Vice President of the Brock Finance & Investment Group I developed critical leadership skills and managed the association's budget. For example, I organized and conducted all weekly meetings and received members' expense forms to ensure that all members were staying within the budget.

My review of your company website suggests that the culture at Edward Jones is focused on community involvement, including helping organizations such as the United Way. I recently organized a team to raise money for Community Cares in which my members completed a race which raised $3000 for the organization.

I would greatly appreciate the opportunity to discuss my qualifications in further detail at your convenience. I can be reached at (905)827-8272 or jcarter@ymail.com.

Thank you for your time and consideration.

Sincerely,

James Carter

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