

Adam Keynes

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DATE

Mrs. P. Lapierre
Human Resources Director
Frazer & Maynard Ltd.
2424 University St.
Montreal QC H5B 3I5

Dear Mrs. Lapierre,

Frazer & Maynard Ltd. is an iconic name in the world of Canadian investment. Having managed the portfolios of small businesses and private individuals for over fifty years, you have kept your style personal and direct. This is an accomplishment few other institutions can boast of. I am applying for the summer internship posted on your website on July, 3 2009.

I have recently graduated from Concordia University with a Bachelor of Arts with honours in Economics. I learned to define economic problems and acquired a broad understanding of how different economic systems can generate solutions to solve these problems. My education has also taught me how to analyze multiple dimensions of a problem and select what is important, and enhanced my proficiency in oral and written communication.

While working for two years at Banque Nationale I had the opportunity to get first hand experience dealing with the personal accounts of our customers. I learned that being thorough and keeping up to date on all follow ups is the most efficient way to promote financial well-being. In order to propose the best services for customers, I developed the keen analytical thinking needed to assess their needs precisely. Also, as a peer tutor at Concordia, I dealt with the personal aspirations of students, striving to do their best in class. I know that the communicative and organizational skills that I put to their use encouraged their success

Furthermore, dealing directly with bank customers has given me a great perspective on banking. I am the point of contact between the institution and the individual. As such, I have the chance to see, face to face, the people who make up the economy and have learnt that the best way to help the economy is to assure the wealth, regardless of proportion, of those individuals.

I am fluent in English and French and believe that I have a unique set of skills that can benefit your organization. I am prepared to further my qualifications by taking additional examinations and I am a quick learner. I am available for an interview at your convenience. Thank you for taking the time to consider my candidacy.

Sincerely,

Adam Keynes