

## Andrew Thomas

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Brandon Manitoba R1R 1R1

January 22, 2023

Mr. Mark Eaves  
Client Services Manager  
Royal Finance  
123 Main Street  
Winnipeg MB R1R 1R1

Dear Mr. Eaves,

I am pleased to apply for the Financial Service Representative position at your company. As a recent Business Administration Finance program graduate with practical training in the banking industry, I can make significant contributions to support the exponential growth of Royal Finance.

During my internship in two different financial institutions, I acquired the skills necessary to develop critical relationships with clients, understand their financial goals, and provide tailored services. My ability to analyze data, solve problems, and recommend the right product guarantees a high degree of customer satisfaction.

As my résumé further supports, my academic achievements and work accomplishments prepared me to provide a wide range of financial services to a diverse clientele. I have established supportive relationships with colleagues and clients, exhibiting solid interpersonal and communication skills.

I am confident that my strong motivation and professional skills will make a valuable contribution and have a positive impact on your team. I would like to share with you my ideas about how I will contribute to this role. I am available to interview either in person or remotely. My résumé is enclosed for your consideration. Please feel free to contact me by using the information above.

Sincerely,

Andrew Thomas