**Ken Manage**

**Financial Analysis | Administration | Customer Service**

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Month day, year

Ms. Isabelle Rainville

Human Resources Manager

Scotiabank

3169 Young Street

Toronto ON M5J 1A7

Subject: Application for the position of Account Manager (ref. no 234672)

Dear Ms. Rainville,

**XXX** has proven to be a leader in the field of finance on both a national and an international scale. Your mission is to see the future through the eyes of the customer, and I admire your organization’s consistent capacity to adapt its services to the changing priorities of your clients. It is therefore with great enthusiasm that I’m applying for the position of Account Manager (ref. no. 234672). I would be proud to make a valuable contribution to the **XXX** team and to benefit from its **XXX** experts and talented individuals.

I am convinced that my profile makes me an excellent match for this position. I have a passion for the banking industry, and I will be completing my Honours Bachelor of Commerce in Finance this spring (20XX). You need to rely on individuals who can **XXX**, **XXX**, and **xxx**. Thanks to the **xxx** expertise I have gained through my academic and professional endeavours, I am confident that I can support your **xxx** team in its goal to **xxx**. Working for Scotiabank as an Account Manager would allow me to use my knowledge related to **XXX**, my **XXX** skills and my proven ability to **xxx**. In addition to my university degree, I am presently completing the Canadian Securities Course. Through my experience as a **XXX** and as a **XXX**, I have become knowledgeable in the areas of **XXX** and **XXX** and developed a true affinity for **XXX**. My approach to **XXX** is extremely **XXX**-focused, and I am comfortable doing **XXX** and **XXX**. The position of Account Manager requires **XXX**, **XXX**, and **XXX**, and my unique combination of **XXX**, **XXX**, and **XXX**, along with my passion for **XXX**, will undoubtedly help me thrive in this role.

I am thrilled about this position, and I would welcome the opportunity to support Scotiabank in achieving **XXX**. Please find enclosed my resumé which will provide you with additional information related to my strengths and achievements. I look forward to meeting with you to further discuss my suitability for this position. The best way to reach me would be by email ([kmanage247@uottawa.ca](mailto:kmanage247@uottawa.ca)).

Thank you in advance for your consideration.

Sincerely,

Ken Manager

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