

Wanda Travel

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Month day, year

Mr. Daniel Simpson
Director of Human Resources
Export Development Canada (EDC)
151 O'Connor Street
Ottawa, ON K1A 1K3

Re: Summer Employment – Small and Medium-Sized Business Financing

Dear Mr. Simpson:

After researching your organization and speaking with your colleague Ms. Erin Campbell at the Telfer School of Management's Career Convention last week, I am convinced that EDC is my ideal employer. I have taken multiple finance courses and I am presently completing my Honours Bachelor of Commerce with an option in International Management. My academic choices reflect my keen interest in world issues, multinational business policy, international trade and finance, as well as cross-cultural management. I will be graduating in December and feel that the summer position advertised on Telfer's Career Navigator would be the perfect opportunity to gain practical experience in an organization I admire while proving my value as a potential full-time employee.

EDC provides financing and insurance to help Canadian exporters and investors expand their international business. I respect the fact that EDC helps more than 8,000 Canadian companies and their global customers in up to 200 markets worldwide each year. Working for a financially self-sustaining organization such as EDC, which is a recognized leader in financial reporting, economic analysis and human resource management, would be a dream come true. In line with my personal interests, I am convinced that it would be extremely rewarding to be in a position that allows me to contribute to the Canadian economy.

I have outstanding quantitative abilities as well as experience working on case studies and concrete plans on how small and medium-sized businesses can tap into the opportunities that extended free trade with Europe would offer. This experience encompasses eliminating tariffs, improving regulatory cooperation and facilitating travel for business people, among other issues. I have an in-depth understanding of accounting and financial principles along with the attention to detail and work ethic that is required to succeed in your area of business. In addition to this profile, I have strong interpersonal, communication, and relationship management skills.

I believe that my academic training in both finance and international management makes me a fresh source of knowledge. In addition, my bilingualism will allow me to communicate effectively with colleagues and clients in both official languages. I welcome the opportunity for a personal interview and can assure you that my qualifications, as outlined in the attached résumé, meet EDC's needs.

I appreciate your time in reviewing my application and look forward to meeting with you soon.

Sincerely,

Wanda Travel

Encl.