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Wanda Travel

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Month day, year

Mr. Daniel Simpson
Director
Small and Medium-Sized Business Financing Directorate (SMSBFD)
Export Development Canada (EDC)
151 O'Connor Street
Ottawa, ON K1A 1K3

Re: Summer Employment Program – SMSBFD

Dear Mr. Simpson:

It was a pleasure meeting with you on Friday, March 15 at 3:00 p.m. regarding summer employment in Export Development Canada's (EDC) Small and Medium-Sized Business Financing Directorate. I appreciated the opportunity to discuss my background and qualifications and I am very grateful for the time you took to interview me and answer my questions regarding current and future student employment opportunities at EDC.

Working for EDC this summer would be a unique opportunity in which I could combine my educational background in international management with my two work experiences at the Department of Foreign Affairs and International Trade Canada (DFAIT) as a junior business development officer. As we discussed in the interview, I aspire to join DFAIT upon graduation and to become a rotational international trade officer in Canadian diplomatic missions.

EDC's summer employment program would be a unique and ideal opportunity for me to enhance my trade promotion, investment and innovation knowledge and skills. I would also be bringing a number of things with me to EDC such as my extensive network of small and medium-sized enterprise contacts in Canada and abroad, strong oral and written communication skills in English, French and Spanish, adaptability to an ever-changing global economy, sound judgment, a focus on client needs, and an outstanding ability to work well within a team. I am therefore convinced that I would be addressing EDC's organizational requirements.

Again, I would like to thank you for the time and courtesy that you extended to me. I firmly believe I have the knowledge, skills, competencies and personal attributes to promote Canada's prosperity and competitiveness. I will be calling you next Friday to monitor the status of my application.

Sincerely,

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