

38 Hampstead Cl. NW
Calgary AB

July 18, 2017

Scotiabank - Kelowna
101-1835 Dilworth Dr
Kelowna, BC V1Y 9T1

To Whom it May Concern,

Please consider my application for a ScotiaMcLeod Administrative Associate position at your Kelowna location, as advertised on July 15 on Scotia's career page. I will graduate from University of British Columbia on Aug 15 with an Economics degree. Sophie Wood, an employee of ScotiaMcLeod, has spoken very highly of her time working with Scotia and has encouraged me to apply.

As you can see from my enclosed resume, I have recently completed my Canadian Securities Course. This course provided me further experience and education on top of my economics degree. I also have 4 years of customer service experience, which has given me an understanding of customers' needs and expectations.

I enjoyed the content covered in the CSC, and am eager to expand my knowledge with regards to the investment industry.

I have worked hard to grow my customer service skills, while still growing and educating myself. My experience, education and drive have prepared me for future challenges and responsibilities.

If my qualifications meets your need, please feel free to phone or email me at brooke.bb@hotmail.com.

All the best,

Brooke Bowles
Encl. Resume