

McNeil Lalonde & Associates
100-856 Homer St.
Vancouver, BC
V6B 2W5

Dear Sir or Madam:

Re: Advisory Analyst/Specialist

I am very excited about the opportunity to work for McNeil Lalonde & Associates. The skills and experience I have gained through my education, summer employment and volunteer positions make me an ideal candidate for the Advisory Analyst/Specialist position. I am completing my final year at the University of British Columbia, with a major in Economic Geography, a minor in Commerce and a selection of Economics and quantitative methods courses. The following is a brief synopsis of how my life experiences qualify me for this position.

My first real estate industry experience was working for a commercial real estate developer where I undertook project analyses and monitored the revenue side of lease-based transactions. The next summer I worked for a financial planning firm where I worked independently and was required to develop a MS Office based method of tracking and presenting commissions earned by the sales representatives. In the summer of 2015 I worked as a bilingual representative at Nationwide Appraisal Service as part of a fast-paced team managing more than 20 time sensitive files per day where attention to detail was critical. I was often required to stay late to meet client schedules and needs. Working at NAS provided me with a thorough background in the mortgage and real estate appraisal industry as I worked with appraisal companies, mortgage brokers and financial institutions. Last summer I expanded my experience in sales and marketing, working as a sales representative with PepsiCo. As the position involved servicing the territories of other representatives who were on vacation I was required to quickly build new relationships with customers to ensure their needs were met. I was able to do this and at the same time to meet and exceed sales targets.

As Head Boy at Crescent School I had many opportunities to build my leadership, communication and team building skills. At UBC I have been exposed to many aspects of community planning and building, including researching and reporting on future trends.

I am a hard worker, eager to learn, personable and willing to assume responsibility. I am a leader, a team player and a relationship builder. I have strong communication skills and am fluent in English and French. I look forward to learning more about MLA Canada and discussing my qualifications for this position. My resumé is attached. Thank you for taking the time to consider my application.

Sincerely,

Michael W. Webb

Encl.