

10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Chloe Celand, Human Resources Manager
Catapult ERP
Unit 802-535 Thurlow St
Vancouver, BC, V6E 3L2

Dear Ms. Celand,

Please consider the attached cover letter and resume as my application for the Junior Sales Consultant position opening at Catapult ERP. I will graduate from the University of British Columbia in May with an undergraduate degree in International Relations and next December with a master's degree in Business Management. Several alumni from my program have gone on to work at your company. My education has been focused on research in international trade and finance. Additionally, I have worked in several sales and customer service roles across different industries, and I believe that these experiences would allow me to connect with a new demographic of potential clients for your company.

While pursuing my degree, I have seen the potential impact digital solutions have for midsized businesses. Implementing cloud solutions will transform how efficiently businesses are run, and I am confident I can demonstrate the company's value to engage clients in sales opportunities. As noted on my resume, I have worked in for more than a years in sales as a Personal Banking Associate at TD Canada Trust, and several other experiences have broadened my background in commerce, finance, and real estate. They have familiarized me with skills to research, analyze, and organize different situations, and I have consequently exceeded sales goals in different roles by over 200% routinely. I also speak four languages fluently (English, French, Mandarin, Cantonese) and I believe this is an important communication asset that would enable my collaboration with your team and clients on a variety of projects.

I would appreciate the opportunity to discuss my qualifications and employment opportunities with more detail in person. I can be contacted via cell phone at (778) 883-1950 or via email at makthshen314@gmail.com. I look forward to hearing from you about employment opportunities.

Thank you for your time and consideration,

Sincerely,



Matthew Shen