

Dec 5, 2018

Dear Swiggles Inc,

My name is Andy Xiao, and I am writing to you with the intention for your consideration of my application to become a business analyst intern in the upcoming January of 2019. As advertised on indeed, I have read through the qualifications and expectation to find this job matching my skills and education. Moreover, I will graduate in the summer of 2019 from UBC with a Bachelor of Arts degree with a Major in Sociology and a minor in business.

Throughout my years as a full time student, I have always tried to collect as many work experiences as possible. If you would kindly refer from my enclosed resume, I have worked in the customer service industry for more than five years. This experience, combined with my years of doing administration and finance has helped me understand the role of an analyst in a commercialize corporation.

As my current role being a part-time financial service representative at TD Canada Trust, I am responsible for providing customers with impactful financial advice, informing them about the best rates in investments as well as loans. Furthermore, with the financial experience I retrieved throughout the last year, I can confidently express my qualifications are aligned with the listed expectations in the address job description.

I hope to be able to get an interview, so I could present these credentials to you in person. If by any chance you feel that my education and experiences align with the needs for this job, please contact me at on any weekday from 8:00 am – 8:00 PM by phone at 778-798-894, you can also refer to me by email at andyxiao123@hotmail.com. Thank you for your time and consideration.

Best Regards,

A handwritten signature in black ink, appearing to read 'Andy Xiao', with a stylized, cursive script.

Andy Xiao
Encl. Resume