

Bob Marley

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Reply Job Posting 75866 :

I am applying for the position of the Summer Student for May 2015 which was posted on the University's job website. I hope to utilize my analytical and interpersonal skills to assist Investment Bank's operations.

As a salesman for Vault Security Solutions I initiated cold calls and provided product demonstrations. I made onsite consultations, delivered sales pitches, and sold security systems worth over \$17000.

While serving as a student advisor to the Minister of Education, I had the opportunity to assemble teams for projects, deliver presentations, and carry out special assignments to support administration.

As a corporate accounting assistant to Regional Local Bank, under a time pressured environment I conducted data entry and updated documents and spreadsheets with Microsoft office applications. I also developed a macro manual designed to teach employees how to utilize macros to accomplish accounting tasks; resulted in increased efficiency amongst existing and new employees.

I hope to meet and learn more about how I may be of assistance to Investment Bank's operations. You can contact me through my e-mail: bobmarley@hotmail.ca or my phone number 123-456-7899. Thank you for considering my application.

Sincerely,

Bob Marley