

## **Cathy Bates**

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Dear Hiring Manager,

My name is Cathy Bates and I am a penultimate year student majoring in Insurance and Risk Management at the University of Guelph. I am writing in relation to my application for your Winter Internship program. I believe that I possess the tenacity, creativity and skills required to excel in this job role, and hope that ABC Company will allow me this opportunity to enhance my professional experience.

During my recent summer internship with Hayes Properties, I assisted my team to prepare half-yearly accounting reports, including trial balance and balance sheets. In order to finish the assigned work, I implemented my academic knowledge and improved my effective communication skills, thereby excelling at my job. This internship provided me with the valuable opportunity to gain hands-on accounting and financial analysis experience in an actual working environment.

In the summer of 2014 I interned at Keystone Property Limited in the Tenant Service Department; I handled daily enquiries or complaints regarding property management from tenants. While compiling market materials then designing and delivering the newsletter to tenants, I maintained a detail-oriented attitude and acted diligently. Also, I assisted in the renovation activities of Keystone's Marvel apartments by liaising with the tenants and preparing the checklist for tenant's move in renovation work and move out plan for construction. This experience also proved my qualification to work in the intensive property management market, and further stimulated my passion in the property industry.

Besides my internships and academic commitments, I also proactively participate in wide range of extra-curricular activities during my university life. I was the External Vice Chairman of the Student Welfare Society from 2014 to 2015. I was responsible for organizing networking event with bankers and conglomerate parties as well as involving in event preparation such as venue decoration and contacting external partners. I played an active role in the campus and met different people. I also awarded as the Champion of the Ontario Homes Property Company Internship Competition among 50 participants. These experiences have developed my leadership skills along with teamwork ability, and enabled me to be a qualified candidate for this position.

Should you need further information regarding my application, please feel free to contact me on +44 07811351400. I would appreciate the opportunity to meet you and further explain my qualifications. I look forward to hearing from you.

Thank you for your consideration.

Best Regards,

Cathy Bates

IBBA (Insurance and Risk Management), University of Guelph | Class of 2016