

[Your name]
[Address]
[Home]
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[Name of employer]
[Address]
[Home]
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[Email address]

Re: Application for a graduate position at CBA in Risk Management

To whom this may concern:

Dear Sir/Madam,

I am writing to apply for the graduate program at the Commonwealth Bank of Australia.

Currently, I am in my final year studying actuarial and mathematics at the University of Technology. In the course of completing my university education, I developed my interest in risk management identifying and assessing the sources of risks, modeling the possible outcomes and finding a solution to manage each type of risk. Knowing that the CBA has a profound history, I am interested in working for this Australia leading financial institution as it has strong growth. To be able to work for CBA will provide me with invaluable experience, decent exposure to the industry, offer me limitless opportunities to learn and further enhance my skills that are essential in the commercial world.

I have a good academic result, distinction average. It is a good indicator that I have acquired excellent analytic and quantitative skills. I am also familiar with programs such as SAS and Microsoft Excel, as well as the C programming language, which I know is very applicable in this line of work. Furthermore, through soccer practice I have demonstrated my qualities of teamwork and leadership. Moreover, my customer service work experience at Oporto has improved my interpersonal and communication skills. I also had the responsibility of training the new staffs at Oporto, which included helping newcomers to settle, explaining the role of each person and training under different circumstances. This reflects my leadership potentials. I believe I am well qualify for the position.

Should you need any further information, please do not hesitate to contact me. Thank you for considering my application.

Yours sincerely,

[Your name]