



# CAREER SERVICES

Sample Cover Letter

## Javon Blanchette

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12 Rose Street, Newlands, Grand Cayman, KY1-1501, (345) 555-7768; [jblanchette@yahoo.com](mailto:jblanchette@yahoo.com)

March 24, 2018

Kitch Henry  
Manager Director  
Scotia Bank, Cayman  
65 Bank Avenue  
George Town, Grand Cayman

Dear Mr. Henry:

I am writing to express my interest in the Teller position with Scotia Bank, Cayman as advertised on the e caytrade website. I am currently a second-year student in the Associate of Arts in Accounting program at the International College of the Cayman Islands (ICCI). I would be grateful for the opportunity to use my education and training to enhance your company, which is a leader in the banking in the Caribbean and the world.

While at ICCI, I participated in an accounting internship at Basseterre Accounting. There, I was able to gain tangible experience in preparing budgets, meeting with prospective clients, and providing information about the company's services. I also updated and maintained the company's client database while providing reports to my supervisor and clients. Additionally, I have used my accounting training as the treasurer of the Student Government Association at ICCI. In this position, I have been able to move the association's account from a negative balance by properly allocating and disbursing funds for the association's functions. The association's account now boasts a surplus.

I am genuinely interested in the Teller position at Scotia Bank, Cayman. I've enclosed an updated resume, which further details my educational and professional experiences. I welcome the opportunity to meet with you to discuss them more. I truly believe that I would be a valuable addition to your staff. Thank you for your time and consideration.

Sincerely,

jblanchette

Javon Blanchette  
Enclosure: Resume