6445 Timber Hitch Dr SW

Ocean Isle Beach, NC

(314)-359-8360

mbienZ3triteam@gmail.com

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| Max Bien | | | | | |
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| Josh Schrader  Asset Management  Royal Bank of Canada  36 Grove st.  Brevard, NC | | | Dear Royal Bank of Canada,  I am excited about being an intern for Royal Bank of Canada because of the opportunities that come along with a career at RBC. Your company workplace suits the lifestyle and benefits I look for from working for a top bank. My experience with juggling multiple jobs for long hours has prepared me well for a life within the banking industry.  During my time in college, I worked as a Door Dash driver and as a professional cyclist all while being a studious student. I was able to manage all these aspects of my life, while still enjoying a social life with friends. I believe my ability to adapt and manage my time is a trait valued in the banking industry, which is why I feel fit for a summer internship at RBC.  Sincerely,  Max Bien | |

4567 Main Street

City, State 98052

(718) 555–0100

yuuritanaka@example.com

linkedin.com/in/yuuritanaka

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| Yuuri Tanaka | | | | | |
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| Adrian King  Hiring Manager  VanArsdel, Ltd.  123 Elm Avenue  City, State 98052 | | | Dear Adrian King,  Start with a statement about why you are excited about the job you are seeking. Enthusiasm is key, and your personal connection to the role is much more important than flashy words and exclamation marks. Keep it brief and easy to read quickly.  If you feel a second paragraph is needed, touch on areas of the role that interest you. State your desire to learn more, suggest a follow up call or email. Be clear about your respect for busy schedules.  (Here’s a tip: be sure to try Word Editor for suggestions on how to make this cover letter the best it can be.)  Sincerely, Yuuri Tanaka | |

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