

## Sebastian Bravo

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Intact Public Entities

278 Pinebush Rd Suite 200

Cambridge, ON

N1T 1Z6

Dear Hiring Manager:

I am thrilled to be applying for the position of “*IT Data Analyst*” at your company. I have always had a love for numbers and have pursued this penchant of mine during my studies for my degree in Accounting at Guelph, my positions in Accounts Payable positions, and more recently I have decided to pivot myself and combine this with my interest in technology. In April, I will graduate with a Data Analytics Graduate Certificate from Mohawk. I thrive on learning new things and digging down into data sets to provide useful insights for business analysis and am eager to use this talent for Intact Public Entities.

In my previous role at Sleeman I was a Jr. Associate working as part of a larger team and assisting my senior associates with entering and auditing invoices and preparing for my supervisor. I moved into a full-time position of Triumph where I was responsible for the entirety of the AP functions reporting directly to the controller. Here are a few skills and my qualifications that relate to the position

<u>Your Requirements</u>	<u>My Qualifications</u>
Analytical and Research Skills	<ul style="list-style-type: none"><li>- Utilized databases to enter invoices and gather information to address Supplier questions and needs</li><li>- Analytical skills were necessary to create accurate reports for managers.</li></ul>
Strong Computer Skills	<ul style="list-style-type: none"><li>- Part of a project at Triumph to switch to go paperless and switch to electronic documentation for invoices and other reports</li><li>- Proficient in Excel as demonstrated in work experience while also utilizing in SQL and Python in academic work and personal projects.</li></ul>
Bachelor's in Business Administration, or equivalent	<ul style="list-style-type: none"><li>- Bachelor's Degree in Accounting from the University of Guelph earned in 2018.</li></ul>

Thank you for your consideration. I look forward to hearing more from you about this opportunity and am thrilled to use my experience and knowledge to help Intact Public Entities in it's Business Objectives.

Sincerely,

Sebastian Bravo