**JENNIFER QIN, CPA, CMA**

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May 14th, 2017

Julia Bellissimo

CPP Investment Board

1 Queen St E

Toronto, ON M5C 2W5

Dear Ms. Bellissimo:

I am applying for the Senior Analyst, Reporting & Analytics position at CPP Investment Board.

My current role as a Financial Analyst has prepared me well for the role at CPPIB. In my current and previous positions, I have skills and experiences in budgeting, forecasting, variance analysis, and strategic planning. For instance, I provide strategic advice on resource allocation, expense management and budgeting to senior managements; I assist in developing effective resource management tools (e.g. monitoring and forecasting techniques) to meet organizational needs. I have improved my interpersonal and communication skills by working closely and conducting monthly program status review with Senior Executives. I was given a great deal of responsibility. To illustrate, I examine the Ontario Government Funding Contract and perform interpretation of contract terms in the Audit; I consolidate and analyze large amount of project cost data using SAP BW Report. Furthermore, my thoroughness and accuracy in completing tasks have been highly praised by my supervisors. I have frequently worked independently on projects from start to finish with minimum supervision; served as an external and internal client liaison in manager’s absence. These are only a small sample of my achievements, but I strongly believe they capture my skills and drive as a Financial Analyst to work towards the very best.

I have been constantly upgrading my professional development and education. I recently completed my CPA, CMA designation. I am confident that, with my diverse experience and accounting qualifications, I will excel as the Senior Analyst, Reporting & Analytics. I appreciate your consideration of my application and look forward to your reply.

Sincerely,



Jennifer Qin, CPA, CMA