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**Sample cover letter: application for a position – graduate student**

The following letter demonstrates that the candidate has some of the professional, technical and transferable skills requested in the job description.

WARNING: many candidates use this letter as a template by changing a few words to adapt it to their situation. This is to be avoided, as employers will recognize it and assume that you are not in a position to write your own letter.

Step 1: Position analysis

Position: Economic/Financial Analyst at the Office of the Parliamentary Budget Officer

We are an independent and non-partisan entity that offers stimulating and rewarding work opportunities.

Our main mandate is to support Parliament by providing analysis - including macroeconomic and fiscal policy analysis - to improve the quality of debate and promote greater transparency and accountability in fiscal matters.

 The economic/financial analyst performs analyses on economic, fiscal and financial issues, proposal costing and budgetary issues. He will participate in the various research activities leading to the definition of the perspectives, forecasts and evaluations resulting from the information collected. He will provide advice and analysis to senior management and the Parliamentary Committee.

Requirements:

- Bilingual

- Higher education degree with specialization in economics or finance

- Knowledge of monetary and financial macroeconomics

- Organizational skills, ability to manage complex problems

- Ability to adapt

- Analytical skills

Step 2: Cover letter sample (next page)

Montreal, January 10, 20XX

Office of the Parliamentary Budget Officer

50 O'Connor Street, Suite 919

Ottawa, Ontario K1A 0G9

Subject: Application for the position of Economic/Financial Analyst

Madam,

Sir,

It was with great interest that I attended your On-Campus Recruitment event at HEC Montréal on September 21. I was attracted to your organization because you have been involved in Canadian public budgetary policy for a very long time. Furthermore, the neutrality that is at the heart of your mandate and the contribution you make to Canadian democracy have confirmed my interest in being part of your team.

During my master's degree specializing in applied economics, I took several practical and technical courses in analysis and estimation methods in econometrics (ARMA, ARIMA, VAR and cointegration, GMM). I have also been able to improve my knowledge of the various economic models and conventional and non-conventional monetary policies and their effects on inflation, employment and production. Moreover, my thesis on XYZ allowed me to refine my skills in data analysis and interpretation of the results in order to suggest solutions and recommendations. I have also presented several research papers both orally and in writing and I was then recognized for my ability to popularize complex concepts and for my ability to synthesize them.

I would be a pleasure for me to participate in various projects related to the Canadian economy and the country's finances. During my professional career as a research assistant, I have demonstrated critical judgment and analytical skills when preparing budget reports and cost analysis. Thus, I believe I have the technological, analytical and quantitative skills to meet your organization's requirements.

In addition, my expertise with several software programs such as Matlab, Rats, Stata will allow me to efficiently perform the analysis required for the position.

I would like to join you in contributing to the success of your team. I am available for an interview at your convenience to discuss my skills for this position. Looking forward to hearing from you.

Best regards,

Signature

E-mail or telephone number