

**Employer: Scotia Capital**  
**Contact: Kelly Clarkson**  
**Job Title: Summer Analyst, Global Cross Market Solutions**

**The Role:**

Scotia Capital provides a full range of credit, risk management and investment banking products and services relevant to the financing and strategic development needs of our clients. Our products include investment banking, mergers & acquisitions, corporate banking, institutional equity sales, trading and research, debt products, derivatives, foreign exchange and bullion & base metals. We also cross-sell the full range of wholesale products and services offered by the Scotiabank Group. Visit us at [www.scotiacapital.com](http://www.scotiacapital.com)

The Global Cross Markets Solutions Group encompasses several facets of structuring, trading and management of Scotia Capital's structured product offerings. Specifically, the group is involved in the following functions:

- Structuring customized solutions for a variety of client types;
- Management and execution of all aspects of structured credit, equity, interest rate and energy/commodity derivative transactions;
- Presenting transactions to executive committees for approvals of new trades.

**Position Description:**

This position will provide the incumbent with hands-on experience with cutting edge financial products in all areas of Global Capital Markets, including credit, equity, interest rate and energy derivatives, with exposure to the emerging markets desk. The incumbent will provide support to all functions of the group, working in partnership with product and sales teams to design, structure and execute innovative solutions for clients and the Bank in its own businesses, building transaction analysis and monitoring tools, interacting with middle office and back office, and assist with any special projects that may arise. This position will provide a considerable amount of responsibility and an opportunity to use leadership skills offering many unique learning experiences.

In a world of global markets in which derivative products are a growing factor in nearly every facet of modern finance, experience of the type offered by this unique opportunity will be an invaluable asset to any business career.

**Desired Qualifications:**

We presently have one position available. The position will appeal to entrepreneurial individuals with an interest in the global financial markets and a strong desire to work and learn in an extraordinarily dynamic, challenging and exciting environment. For a highly motivated, self-starting individual, there are few working environments which offer a richer, more stimulating and rewarding experience than the trading floor of a major financial institution.

He or she will demonstrate the desire to pursue a career in the financial services industry and possess strong interpersonal, communication and analytical skills, in addition to being a quick learner. He or she must be able to work in a fast-paced and dynamic environment, often under pressure and tight time constraints. The ability to work effectively as part of a team, often with little or no supervision, is essential. In addition to a strong academic record, he or she must have a solid knowledge of spreadsheet applications (Excel). A sound academic background in financial markets, accounting, economics, math, and/or computer science are assets, along with completion of introductory courses in finance and derivatives.

There is a preference for mature applicants who are advanced in their studies and have some capital markets or previous related experience. The candidate must be self-motivated, detail oriented, able to work under pressure and not be afraid to take initiative and responsibility over a number of duties.

# John Sample

1223 Sample Ave. Toronto, ON M2K 3S2 J.Sample@utoronto.ca 647-123-4567

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July 16<sup>th</sup>, 20XX

Kelly Clarkson  
Human Resource Generalist  
Scotia Capital  
40 King Street West  
Toronto, ON M5W 2X6

## **Re: Co-op Analyst, Global Cross Market Solutions**

Dear Ms. Clarkson:

As a third year finance student at the University of Toronto Scarborough, I am thrilled to apply for the position of Co-op Analyst, Global Cross Market Solutions at Scotia Capital. I recognize that Scotia Capital values the talent of its employees and only hires the brightest. I am confident that I can utilize my exceptional analytical, communication, and teamwork skills while applying my excellent academic knowledge to contribute to maintaining Scotia Capital's high standards and help the organization achieve its goals.

During my internship with Ontario Teachers' Pension Plan (OTPP), my strong analytical and teamwork skills proved to be extremely essential as a member of the Infrastructure and Timberland group. As part of this team, I analyzed the financial statements of organizations that were viewed as potential investment opportunities by the OTPP while collecting and at times translating (Chinese to English) key documents to be sent to advisors or to my superiors. In this fast-paced and dynamic environment, I also built and ran financial models using my advanced Excel skills employing Pivot tables, If Statements, Vlookup, and Goal Seek, to develop different growth scenarios and project internal rates of return (IRR), forming internal valuation views. In addition, I analyzed various due diligence reports provided by our advisors and assisted my superiors to produce project updates. With a proven record of valuation and analytical skills, along with my ability to work in ever-changing team environments, I am confident that I will be able to provide the high level of support that my colleagues in the Global Cross Market Solutions Group would require.

Additionally, my communication skills were honed during my time at Kraft Canada as a Financial Analyst as I worked on various cross-functional marketing, sales, and project teams. During this work term, I conducted two competitive assessments, each concerning one of Kraft's major competitors, and presented them to the senior management team. Both assessments included PowerPoint presentations and formal business reports, which required thorough research and analysis of industry profiles, product mix, and financial information of Kraft's competitors. This experience provided hands-on knowledge of how to efficiently gather information, conduct analysis, and compose a well-written report. Not only did I gain great knowledge of various financial products, but also developed exceptional interpersonal and communication skills in a professional environment. Through this experience along with my strong academic performance in finance, economics, and accounting courses illustrated by my 3.82/4 GPA, I am certain that I will be able to quickly learn the diverse product offerings at Global Cross Market Solutions Groups and successfully design and structure customized solutions for Scotia Capital's clients.

It is my hope that my diverse team experiences, strong analytical skills and commitment to pursuing a career in finance have convinced you that I will be an asset to Scotia Capital. I would truly appreciate an opportunity to discuss this further at your earliest convenience. Thank you for your time and consideration.

Sincerely,

John Sample

# John Sample

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## HIGHLIGHTS OF QUALIFICATIONS

- Exceptional communication experience demonstrated at Kraft and OTTP through presentations and reports
- Excelled at working with a wide variety of colleagues at all levels from advisers, sales teams and executives
- Knowledge of equities and derivatives markets, as well as private equity developed through coursework
- Advanced Excel skills (Pivot tables, If Statements, Vlookup, Goal Seek), Microsoft suite and utilities
- Proficient in company valuation techniques such as DCF and market comparables
- Oral and written skills in English, Chinese and Spanish

## EDUCATION

**Bachelor of Business Administration, Specialist in Management and Finance** September 20XX – Present  
*University of Toronto Scarborough*

- CGPA: 3.82 out of 4.0
- Proficient with Bloomberg, Capital IQ, and other data analyzing software such as Oracle Financial Analyzer

## RELEVANT EXPERIENCE

**Teachers' Infrastructure Group, Ontario Teachers' Pension Plan (OTTP)** January – April 20XX  
*Intern*

- Conducted valuation, due diligence and modeling exercises for an investment opportunity in the Chinese transportation sector by analyzing financial statements to provide key reports to OTTP investment advisers
- Analyzed vendor's data room and identified key documents to be sent to advisers or translated for superiors ensuring that pertinent information was provided to decision-makers regarding a \$5 million transaction
- Prepared and presented project updates while utilizing bilingual skills in meetings between the external company management representatives and OTTP advisers to explain key concepts and figures accurately
- Quickly analyzed and adapted to dynamic situations by advising our team of different business customs and protocols in China during a due diligence trip
- Utilized Bloomberg to conduct ad hoc analysis on government bonds and various companies

**Kraft Canada** January – April 20XX  
*Financial Analyst*

- Collaborated with cross functional teams to conduct monthly forecasts and financial assessments for various marketing and sales projects concerning new product launch, marketing campaigns, and customer programs
- Coffee Commodity Hedge Project: Analyzed historical market data on coffee commodity future price, making recommendations and proposing strategies on hedging the fluctuations in coffee raw material cost
- Excel-Based Data-Mapping Model: Utilized Pivot Tables, V-lookups along with Macros to build an Excel-based profit margin assessment tool that can be easily updated and widely used across different teams within the department

## VOLUNTEER EXPERIENCE

**West Scarborough Youth Forum (Venturers, Boy Scouts)** January 20XX – January 20XX  
*President*

- Earned the Chief Scout Award, the highest award in scouting, by adapting to and completing challenges in Citizenship, Leadership, Personal Development, and Outdoor Skills while leading over 40 troop members

## OTHER INTERESTS

- Follow current affairs through business publications like The Economist and Bloomberg Businessweek, the daily newspaper and news radio stations to stay current and up-to-date on developing issues and topics
- Successfully use analysis and decision making abilities in several tournaments and leagues to lead the 19 and over GTA league in scoring and points over the last 2 years as an avid ball hockey player