

July 2, 2019

Toronto, ON

Dear Hiring Manager,

As an MBA candidate at the [REDACTED] with five years of work experience in the energy industry, I created a boutique commodity trading firm connecting low-cost mineral producers with high demand growth markets. Working in Credit Sales as a winter co-op at [REDACTED] I gained valuable exposure to the fast-paced capital markets macro-environment especially in Rates, Credit, and Fixed Income Sales. By leveraging this holistic experience, having developed significant teamwork and strong analytical skills, I would make an outstanding summer intern in [REDACTED] Sales and Trading at [REDACTED]

**Bulk Commodity Trading**

As Director Operations for [REDACTED] Resources Private Limited, I established an energy company by underwriting long-term offtake agreements with refineries and creating a pool of industrial end-users, generating exponential revenue growth of \$2.40 million in 18 months

**Forex Risk Management**

Managed commodity portfolio's forex exposure risk by incorporating [REDACTED] payment terms in supply contract negotiations, creating savings of \$27,000 quarterly

**Analytical Skills**

Developed Excel models integrated with ION capturing real-time position risk broken down by maturity buckets across the curve thereby enabling better decision making and providing insights to provincial traders

[REDACTED] corporate ethos manifest a vision for long-term growth, a tight-knit business unit and an adaptive mindset. Working closely with market makers in Rates especially [REDACTED] and [REDACTED] helped me understand curve trades, carry & roll down analysis, and hedging using Eurodollar futures through job shadowing thereby honing my technical skills in a way that classroom education alone cannot. Finally, I am extremely passionate about sales and trading and the underlying macro-economic factors that drive discovery of fixed income prices, currency valuation, stock appreciation, and commodity flows.

Thank you for your time and consideration. I am absolutely thrilled with the prospects of working as a summer intern in Sales and Trading at [REDACTED] as such a fantastic opportunity will enable me to build upon my commodity trading expertise and develop the key frameworks for decision-making, an essential skill for navigating the ever-uncertain global capital markets.

Sincerely,

[REDACTED]

[REDACTED]  
Alter, 89 McGill Street, Toronto, ON

[REDACTED]  
[https://www.linkedin.com/\[REDACTED\]](https://www.linkedin.com/[REDACTED])

## **EDUCATION**

### **Master of Business Administration (Finance)**

Expected Completion: December [REDACTED]

[REDACTED] School of Business, [REDACTED]

- GMAT 690 (V36, Q48)

### **Chartered Financial Analyst Level 2 Candidate (90th Percentile Level 1)**

June 2020

### **Bachelor of Commerce (Honours)**

March 2014

## **WORK EXPERIENCE**

### **Analyst (Credit Sales & Trading)**

[REDACTED] Toronto [REDACTED]

- Developed Excel models integrated with ION capturing real-time position risk broken down by maturity buckets across the curve thereby enabling better decision making and providing insights to provincial traders
- Ensured timely delivery of Daily Offering Sheets containing updated bond prices to more than 50 asset managers such as Blackrock & PIMCO leading to significant flows in excess of \$350 million over the entire term
- Drafted & distributed End of Day commentary summarizing price action & flows in Rates, Credit, Swaps, and Provincial securities, read by 175+ participants across [REDACTED] Toronto, New York, London & Singapore hubs

### **Director (Operations)**

[REDACTED] Resources Private Limited, [REDACTED]

March 2016 - July 2018

- Negotiated with several financial institutions such as [REDACTED] Bank Limited and Bank [REDACTED] Limited to secure letter of credit (L/C) discounting limit facilities of \$ 1.10 million
- Managed commodity portfolio's forex exposure risk by incorporating [REDACTED] payment terms in supply contract negotiations, creating savings of \$27,000 quarterly

### **Sr. Manager - Strategy and Operations**

[REDACTED] November 2014 - January 2016

- Led sourcing and strategy functions while bringing clear financial insight into plants' performance through analyzing operational data; reported directly to the CEO / MD
- Created process improvement strategies to modernize the coke (steel making input) blending process, contributing to profits of at least \$ 140k on a yearly basis

## **CAREER RELATED SKILLS**

- Cleared all groups except one of Chartered Accountancy (Passed 2/3 levels, 15/16 Modules)
- Strong working knowledge of Excel, VBA & Powerpoint

## **EXTRA-CURRICULAR / VOLUNTEER ACTIVITIES**

### **Project Manager**

[REDACTED] January 2016

- Extensive volunteering and teaching experience at a social enterprise that empowers individuals by providing access to better vocational skills, increased enrollment by 43% by designing an English language employment-focused workshop benefitting over 160 rural women participants

### **Director of Special Initiatives**

[REDACTED] October 2017

- Led a pilot project distributing affordable sanitary napkins to over 20,000 underprivileged women promoting hygiene and wellbeing in urban areas

## **ACTIVITIES AND INTERESTS**

- Actively traded weekly index options using technical analysis and momentum-based indicators such as RSI Oscillators and MACD producing exceptional returns in excess of 14.30 % annually
- Passionate Tennis follower, play men's doubles on most weekends at my local tennis club