

18 Smithfield Court
18 Smithfield Road
Kennedy Town
Hong Kong

20 September 2015

Global Insurance Company Ltd
28 GPO Box Hong Kong

Dear Hiring Manager,

Re: Actuarial Analyst

I am writing to apply for a position as an actuarial analyst with Global Insurance Co Ltd which was advertised in our career centre's website. I understand that Global Insurance Co Ltd is the market leader in pension fund management solutions and has an excellent reputation for its professional training.

As a third year student of the University of Hong Kong pursuing a degree of Bachelor of Science in Actuarial Science, I have always had an interest in insurance, and my degree helped to further this interest. I passed most of the courses I took with distinction which involved many aspects of the actuarial study and the financial world. I believe I fit in well for the position advertised and can contribute as soon as I am on board.

In my second internship as a financial adviser in ABC Insurance Company Ltd in 2015, I was involved in market place research and following risk analyses, made recommendation to my senior of the appropriate investment strategies. Through this experience, I have become very analytical in recommending investment decision and this attribute would certainly be very desirable in managing pension fund too.

In my first summer intern with XYZ Asia Ltd in 2014, on the other hand, I developed a large Loss Database by using Excel VBA. Besides, I was involved in a computer project with a team of 5 persons from different work areas. With this exposure, I have developed a strong sense of team work while being capable of working independently. I believe these are important qualities to excel in any workplace I go when it comes to working in a team or on one's own as situation requires.

I am pleased to enclose my CV for your reference and would be happy to demonstrate to you how I can contribute to your company in an interview. I can be contacted at telephone no. 9899 1000 or via e-mail chantaiman@connect.hku.hk. Thank you for your time and consideration.

Yours sincerely,

CHAN Tai Man

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