

Example of a Cover Letter used to apply to an Actuarial Rotation Program at Sun Life

FirstName LastName

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Date

Name of Hiring Manager

Company Name

Company Address

Company Location, Company Province Postal Code

Dear Name of Hiring Manager,

I am writing to express my interest in the Actuarial Rotation Program at Sun Life Financial in Toronto. After talking to Company Representative about their experience at Sun Life, I admire your culture of rewarding good work, supporting employees' personal success, and developing business leaders. This culture drives me to continually strive towards greater achievements, which will contribute to both Sun Life's and my personal growth. I am interested in the rotational program because it gives me the opportunity to work in different departments and gain a holistic view of Sun Life's business, allowing me to apply my business and actuarial skills to make a positive impact. Sun Life is looking for well-rounded candidates with strong technical skills and the ability to communicate complex ideas. Through my academic background and work experiences, I believe I have the strong technical, communication, and leadership skills that make me a strong candidate for this role.

From my experience as a Finance Risk Actuarial Intern at Manulife, I demonstrated my technical skills by compiling data from the Bloomberg Terminal for fund mapping, and using Excel to analyze stochastic and deterministic shocks for Economic Capital, Earnings at Risk, and Minimum Liquidity Asset Tests. I also built a tool on Excel to check the risk factors being inputted into the risk model, ensuring the output data for senior management was accurate. As I develop my skills through work experience, I am also committed to achieving the Fellow of the Society of Actuaries designation while I pursue my degree at the Ivey Business School. With my technical skills, I will be able to learn quickly and contribute to projects effectively at Sun Life.

While my technical skills were useful in analyzing data, communication skills were imperative in moving the insights into implementation. I have written memorandums and program user guides to help readers easily understand the execution and purpose of data processing tools. Moreover, to speed up and simplify quarter-end auditing processes, I suggested the implementation of an electronic signature tool. This was able to eliminate the steps of printing, signing, and scanning the documents. If I am selected for this position, I will apply my communication skills and my drive for efficiency to contribute to your firm's success.

Through the numerous business case studies and group projects that I have completed at Ivey, I have developed the adaptability to work collaboratively with various personalities, ability to resolve conflict quickly, and open-mindedness to bring team members' ideas together to form better recommendations. My ability to lead a group to produce results under pressure differentiates my leadership skills and will be a great asset to your company. I have also learned to consider different viewpoints when formulating decisions, which will allow me to offer both my business perspective and my actuarial knowledge at Sun Life.

My technical, communication, and leadership skills position me as a well-rounded candidate, and I am confident that I can effectively contribute to Sun Life Financial in the Actuarial Rotational Program. I have attached my resume and transcript with this letter. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely,

FirstName LastName