

**SHOHEI MIYATA**

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Royal Bank of Canada

RE: Office Administrator

Dear Team

I am so excited to apply for the PowerPoint Presentation Specialist/Graphic Designer, Investment Banking Group. I have a passion to design and execute high-impact visual presentations for internal and external clients. It is the best opportunity for me to work on your team, and I believe that this opportunity leads to my growth.

My current role as the PowerPoint Presentation Specialist and Graphic Designer is Campus Tour Staff. The Campus Tour Staff is the organization which shows the good points of my university for the high school students on the Open house's day. I have developed strong creating, editing, and ensuring all information is accurate of the PowerPoint skills. More than 3500 high school students come to my university, and I show about 200 high school students my PowerPoint. I know how to attract people by using PowerPoint.

I am particularly interested in this role because of my passion for designing and executing, and the opportunity to work with a great team committed to attracting external clients. I am excited to apply my experience, skills and knowledge of Microsoft PowerPoint.

Thank you for considering my application. I am thrilled about the possibility of contributing to your team and working as a teammate on your team. I am really looking forward to working with you, and I want you know how my skills and experiences make you satisfied.