

EXAMPLE 1

FirstName LastName
Name University
Street
City, State Zip
cell: 555-555-5555

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr. Name:

My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the Analyst opportunity that you listed through the Name University Career Services Office.

You specify that you are looking for someone with leadership, quantitative, analytical and communication skills. Last summer, I was given the opportunity to intern at First Real Estate Corporation.

My ability to work well as part of team also related to my success within this group. These attributes, combined with my enthusiasm to learn, were essential to my contributions and success during this internship.

I believe that I can apply the same skills within my internship last summer to a position within your company. I look forward to discussing the position with you in more detail. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely,

Signature

FirstName LastName