JOHN SMITH

123 Jones Street

Baltimore, MD 21212

(xxx) xxx-xxx

jsmith@school.edu

January 5, 2010

Mr. J. J. Jones

HR Director

ABC Private Equity

111 South Street

New York, NY 10028

Dear Mr. Jones:

The Financial Analyst Internship at ABC Company as posted on internships.com is a direct match to my qualifications. I offer three years of academic excellence in business administration and corporate finance, excellent communication skills and a demonstrated desire for exceeding expectations. Some of the skills and experience that match ABC Company's needs include:

**Proven Academic Accomplishment with Finance emphasis**

* GPA: 3.6, Honors: in top 5% of the class in finance major. Achieved the Dean's Scholar Award at (School Name).
* Courses completed: Corporate Finance, Accounting, Statistics, International Financial Markets

**Interpersonal & Communication**

* Consistently elected lead for multiple team projects of up to 8 people.
* Built solid relationships within academia, community and work environments.

**Record of Exceeding Expectations**

* Awarded Community Leader Certificate for outstanding volunteer achievements.
* Received employee of the month for excellent customer feedback.

I look forward to having the opportunity to speak with you further regarding this opportunity with ABC.

Sincerely,

John Smith