Dear. Hiring Manager,

I am extremely interested in a position at Hooligan Lovey. I found the listing on the Career center at College in New York City. This internship position is an ideal match for my work experience and skill set.

I am currently a junior at Baruch College. I major in Finance with minoring in Information Technology.

I have learned a number of valuable skills that would allow me to contribute to an organization, such as handling detailed work, creative problem-solving skills. I am a team player, quick learner, meticulous, and hardworking. I have received positive feedback from my supervisors regarding these characteristics and am eager to put both my experiences and strong work ethic into the work in this position.

I held a summer internship at \*, a real estate development firm. While there, I used the excel program in order to create a database on properties located in upper east side and upper west side using comparative and quantitative analysis. This action was for the company to be able to make a decision on their future investment. I was expected to finish 1 project but I completed the project and ultimately was done with additional 3 projects with my strong concentration and fast work-skills enlisted above. I am confident that I will be an asset to your organization and excel as an intern.

I would welcome the opportunity for an interview to discuss your current needs at length and the values I can offer. I can be reached at 7. Thank you for your time and consideration.

Sincerely,