Pamela Jung
451 Highland Ave. #45 | Sometown, TX 75000 | (555) 555-5555
pamela@somedomain.co
Jan. 5, 2017

Mr. James Crowley
Finance Manager
Acme Inc.
555 W. Apple Garth Blvd.
Anytown, TX 75000

Dear Mr. Crowley:

Two of your former interns, Brian Hodges and Martha Smith, suggested I contact you regarding finance internship opportunities. They are familiar with my background and felt I would be an excellent match for your summer internship program.

Currently a junior majoring in finance at UNT, I have demonstrated strong academic performance in all finance courses, maintaining a 3.5 GPA in my major. The courses I have completed have given me a solid foundation in the tools, processes and methodologies involved in the successful analysis and management of portfolio-investment strategies. I have a proven ability to learn challenging concepts quickly and have developed competencies in diverse areas, including:

|  |  |
| --- | --- |
| * Industry research/information sourcing
* Comparative analysis
* Quantitative analysis
* Pro forma analysis
* Cash-flow analysis
 | * Financial modeling and asset valuation
* Portfolio and asset management
* Insurance plans and mutual funds
* Retirement and estate planning
* Tax planning and investment strategies
 |

In addition to my analytical strengths, I bring to the table advanced computer skills (with cross-platform exerptise in Windows and Mac); expertise in the MS Office suite of products; and familiarity with programming languages including SQL, HTML and VB.

Since starting college, I have worked part-time (summers/holidays/evenings) as a clerk at Wal-Mart. In this position, I have earned a reputation for consistently exceeding company and customer expectations. Wal-Mart's store manager has asked me to return this summer, but I yearn to gain corporate finance experience. I am impressed by Acme's innovation and success, and I would very much like to be part of such a winning company.

The enclosed resume provides more details of my skills and achievement track record. If you agree that I would make a valuable addition to your team, please feel free to call me at (555) 555-5555 or email me at pamela@somedomain.com. I know you are busy, so thank you for your time, and I look forward to speaking with you.

Sincerely,

Pamela Jung