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