

## SAMPLE COVER LETTER

To Whom It May Concern:

I am writing to apply for the full-time position (list position title and ID#) posted on your website. Currently I am enrolled in the Master of Financial Analysis program at Rutgers Business School and will complete my degree in May 2017.

As you can see from my resume, I have internship (LIST ONE PRIOR JOB, MOST RECENT OR MOST RELEVANT ONLY- DON'T SUMMARIZE ENTIRE RESUME) experience where I developed skills in (list skills). In addition, I have developed skills through my coursework and have particular interest in (list a course you enjoyed). I have demonstrated leadership potential through my involvement in (provide examples from accomplishments you highlighted on your resume either in the leadership/service/accomplishments category).

I am confident I can make an immediate contribution based on my prior experience, along with strong interest in continued learning in the financial services industry. I look forward to learning more about this opportunity.

Thank you for your consideration.

Sincerely,

Your Name