

Jason Jobseeker

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February 8, 20xx

Mr. Ralph Jackson, Director of Human Resources
Chase Manhattan Bank
863 Eighteenth Avenue
New York, NY 10101

Dear Mr. Jackson:

You advertised for an entry-level **Financial Analyst** in Sunday's New York Times. As a soon-to-be Tulane University graduate with a degree in Finance and a concentration in Accounting, my qualifications should meet your requirements.

Taking initiative has always been my academic and career focus. I certainly understand responsibility, hold an intense work ethic, and strive to do my best in any situation. During four years of work and internship experiences, I have enthusiastically sought challenging projects and have made strong contributions not normally expected of an intern. Highlights include the following:

- The development of an Access to Excel migration spreadsheet that organized a company-wide inventory system for MedFlo instruments.
- The successful learning and selling of high-profit liability coverage while an intern at Budget Rent-a-Car (normally done only by experienced sales force).
- The planning and implementation of a large warehouse document relocation project for Symbol Technologies.
- The fulfillment of positions as a Vice President of Finance and Community Service Coordinator for Pi Sigma Epsilon, Professional Sales and Marketing Fraternity.
- The attainment and successful performance of Teacher Assistant positions for two educators.

A demanding course load, multiple campus leadership positions, challenging internships, and a variety of work experiences have prepared me for the rigors of an entry-level Financial Analyst's position at Chase. My technical and business background is balanced by courses in art and the humanities, creating the ability to grasp business and technology needs as well as the skills to think past the obvious aspects of a situation. The opportunity to pursue and overcome difficult challenges is high among my priorities in a new position. The drive to make a difference is inherent in my skill set.

Can we meet and discuss the ways in which I can contribute my experience and energy to Chase? The best way to reach me is by email or cell phone. I look forward to speaking with you.

Sincerely,

Jason Jobseeker