

Sallie M. Student

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February 8, 20xx

Debra J. Winger, Director of Recruiting
Assets Unlimited
9876 Main Street, Suite 222
St. Louis, MO 63101

Dear Ms. Winger:

Your Junior Business Analyst position in the 20xx Graduate Training Program is an exciting opportunity to learn from the best in the field of Global Asset Management. It would be a privilege to work for Assets Unlimited given your appreciation for individual initiative and professional excellence. Please consider my qualifications.

Interning in the United Kingdom at an economic consulting firm provided a perfect environment to gain hands-on experience in international market research. In addition to being exposed to British business culture, I learned valuable analytical tools for both quantitative and qualitative data. You can be certain that along with my previous experience, I bring enthusiasm and commitment to the stimulating field of asset management. It would be a privilege to be a part of an organization such as yours whose culture is focused on the needs of clients. Dedicated to excellence, both professional and academic, I fully commit to realizing my goals no matter what obstacles. Be assured of my desire to prove that I can be trained to make a viable contribution to Assets Unlimited.

I am very excited about this opportunity and will contact you next Monday to answer any questions you have about my background and to explore the possibility of an interview. Please find my resume attached. Thank you for your thoughtful consideration.

Sincerely,

Sallie M. Student