

TOM STUDENT
585.111.0000 / txs0000@rit.edu

Employer Name, Title

Company Name

Street Address

City, State, Zip

Date

Dear Hiring Manager,

I am a third year applied statistics/actuarial math student at Rochester Institute of Technology, and am seeking a co-op/internship position for the upcoming summer. I saw your posting on Handshake for a financial data analyst co-op, and believe my education, technical skills and ability to contribute to a team make me a strong candidate for this position.

A co-op position will allow me to demonstrate the skills I have developed through my technical coursework at RIT. As a Bachelor of Science undergraduate in applied statistics and actuarial math, I have developed strong analytical and research skills. I'm currently researching graph theory, and have also researched the k-means clustering algorithm, using different distancing methods.

My programming and mathematical skills are demonstrated through my projects at RIT. I have experience in a variety of programming projects, done in group settings and individually, which expanded my teamwork and leadership qualities. Specifically, in my ____ project, [describe one of your projects in a little more detail, emphasizing the skills you gained from this project]. In addition, through my sales associate position at Staples, I have developed excellent customer service skills and a knowledge of the work environment that will be advantageous to your company.

I would appreciate the opportunity to elaborate on my skills, and will contact you next week to further discuss an interview for this co-op position. I am a highly motivated student ready to get some work experience in the field and will be a true asset to your team. If you have any questions please call me at 585-222-1111. Thank you for your time and consideration.

Sincerely,

Tom Student
BS Applied Statistics/Actuarial Math