

John Student  
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Rochester, NY 14623  
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August 9, 2019

Kelly Recruiter  
Interesting Company  
456 Street Rd.  
Rochester, NY 14623

Dear Ms. Recruiter,

I am a senior majoring in Finance at Rochester Institute of Technology. This letter is to express my strong interest in a potential Finance Internship at Interesting Company. I enormously admired Interesting Company's commitment to unlocking the powers of images and information to the public and creating connections by helping customers to find the right path to the future.

I have demonstrated strong academic performance in all of my courses, maintaining a 3.5 GPA out of 4.0. The courses I have completed have given me a solid foundation in the finance field such as financial tools, analysis, and management of portfolio investment strategies. In addition to my strengths, I am experienced with Windows and Mac computers and I'm highly skilled with the MS Office suite of products (Words, Excel, PowerPoint), Minitab, and Financial software: Bloomberg Terminal. My knowledge of business and finance, together with my study abroad in Europe experience have provided me with the skills to succeed in today's business. My experiences help my ability to learn quickly and apply knowledge effectively.

I have had several student leadership positions in the past few years. Currently, I am a treasurer for Sigma Nu Fraternity, Mu Zeta Chapter. I am responsible for the preparation of a semester budget, regularly monitoring revenues and expenses. I developed a budget that supports my chapter's goals and decision making. These leadership positions have given me experience and knowledge in teamwork, multi-tasking, and problem-solving.

The enclosed resume provides more details of my skills and achievement. I would like to have the opportunity to meet with you to discuss how I can be of assistance in your organization. Please feel free to leave a text message at (585) 123-4567 or email me at john.student@rit.edu. I look forward to hearing from you.

Sincerely,

John Student

Bachelor of Science in Finance, RIT