

**Rhett Terrier**

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September 16, 20XX

Rich Feller  
Recruitment Associate  
Prospective Financial Group  
1234 Commonwealth Avenue  
Boston, MA 02215

Dear Mr. Feller,

I am writing to apply for the 2020 Summer Finance Internship at Prospective Financial Group posted on the Handshake job board at the Questrom School of Business at Boston University. As a first year student, I appreciated learning about desirable skills and attributes sought by your company during your colleague's informational session. Since that time, I strategically engaged in opportunities to develop a strong command of financial analysis and meaningful experiences on diverse teams.

As an intern at Other Company, my contributions were focused on the evaluation of securities for clients' portfolios and updating these portfolios with values, returns, and risk statistics. Using Excel to show current realized and unrealized gains and losses, I provided the accounts supervisor with information necessary to meet clients' goals and expectations. While engaged in this internship, I was also an active member of the Questrom Finance and Investment Club and helped organized our annual visit to Wall Street. A high level of professionalism in my communication with employer and university partners, great attention to detail, and strong time management skills led to a valuable experience for all club members.

Academic team projects provide further evidence for my ability navigate team-based environments with clear objectives. As the team lead for our Business Culture Project for an Organizational Behavior course, I effectively managed the schedule of deliverables to report on employee motivation and job satisfaction at Sample Company. In the final report, we summarized 38 findings and recommendations for improvement and presented them to our class and a Sample Company representative. The managers we interviewed commented on the strong dynamic within our group and the sound recommendations within our report.

This position calls for a highly motivated and energetic individual that can immediately contribute to the team, and I believe that my skills and experiences in financial analysis and teamwork are a strong match for this position. Thank you for your time and consideration of my application, and I look forward to future conversations with you about this exciting opportunity.

Best Regards,

Rhett Terrier