

Rhett Terrier

595 Commonwealth Avenue | Boston, MA 02215 | (617) 555-5555 | questromudc@bu.edu

February 14, 20XX

Ann Doe
Internship Coordinator
Dream Company
300 Beacon Street, Boston, MA 02215

Dear Ann Doe,

I write to you with great enthusiasm to be considered for the Dream Internship position with Amazing Company. I am currently a junior in the Questrom School of Business at Boston University and first learned of Amazing Company's commitment to customer experience, delivering excellence, and innovation, during an academic team project my freshman year. I couldn't help but be impressed as I conducted research on the company's corporate social responsibility and ethical practices. During my research, I also learned of their many industry-leading initiatives they offer employees like the mentorship program and constant access to professional development opportunities. Curious to learn more, I connected with a Questrom alum, Joe Mentor, who has been working at Amazing Company as a Dream Fulfillment Analyst for the past two years. My conversation with Joe, combined with my background research on the company, solidified my desire to contribute to Amazing Company's mission as a Dream Intern. I firmly believe that my data visualization skills, presentation skills, and experience working cross-functionally makes me a strong candidate.

As a member of the Dream Internship team, I understand I would be responsible for collaborating with my fellow interns to create and deliver presentations to upper management. During my time at Questrom I have effectively done this in a variety of capacities. Most recently, I completed a project where I worked cross functionally with a team of 10 to develop a potential new product in the travel industry. My team included a mix of sophomore, junior, and senior students from a variety of backgrounds. As the head of the Finance Sub-Team, I led the efforts to complete 5-year financial projections for our new company and illustrate market viability of the product. This required consistent communication with the marketing, operations, and risk teams as all components needed to be factored in, evaluated, and established correctly for profit potential. A key component of this project was organizing the data into a presentation for our class of 60 students and a panel of professors serving as potential investors at the end of the semester. Using Excel and PowerPoint, I summarized our business plan and created a variety of charts and graphs to illustrate the data and our findings in a clear and concise manner. The skills I developed as a result of this experience have prepared me to be a key contributing member of the Dream Internship team.

Dream Company's commitment to excellence and innovation has inspired me to apply to this program and I would cherish the opportunity to join an organization whose values align so closely with my own. Additionally, my proven track record as a hardworking team player with excellent communication skills has prepared me to make an immediate impact on the Dream Internship team. Thank you for taking the time to review my application and I look forward to speaking with you more about this opportunity.

Sincerely,

Rhett Terrier