

Rhett Terrier

Boston, MA | (617)555-5555 | questromudc@bu.edu | www.linkedin.com/in/rhett-terrier

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

Dear Rich Feller,

I am writing to apply for the 20XX Summer Finance Internship at Prospective Financial Group posted on the Boston University Questrom School of Business Handshake platform. Last spring, I attended an informational session hosted by your colleague, Jordan Fisk, and I appreciated learning about the financial modeling and teamwork skills needed to be a successful intern at PFG. Since that time, I have developed a strong command of financial analysis and engaged in meaningful experiences on teams to further my candidacy. I know that PFG is deeply committed to a team-based, holistic approach to meeting clients' needs and I believe my previous internship and academic projects have provided me with extensive analytical, communication, and collaborative skills to achieve that goal.

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. After conducting research and analyzing the quantitative data, I used Excel to show current realized and unrealized gains and losses. I provided the graphs along with brief summaries to the accounts supervisors which aided them in meeting client goals and expectations. While engaged in this internship, I was also an active member of the Questrom Finance and Investment Club and helped organize 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. My technical expertise and strong interpersonal skills will allow me to fulfill the duties of this internship to a high degree of attention and excellence.

My contributions on academic team projects also demonstrate my ability to navigate team-based environments with clear objectives. As the team lead for the Business Culture Project for our Management & Organizations course, I effectively integrated the strengths of each team member to report on employee motivation and job satisfaction at Sample Company, identify 38 findings and recommendations for improvement, and present and defend those recommendations to our class audience. The managers we interviewed for the project commented on the strong dynamic within our group and the sound recommendations within our report. As an intern at PFG, I would be confident in my ability to research, analyze, and present recommendations to supervisors, clients, and other stakeholders.

This position calls for a highly motivated and energetic individual that can immediately contribute to the team. 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