January 1, 2010

J. J. Jones

HR Director

ABC Private Equity

111 South St

New York, NY 10028

Dear Mr. Jones,

The position of Financial Analyst at ABC Private Equity as posted on the school job board is a direct match to my qualifications. With four years work experience in investment analysis, project management, and top academic credentials my diverse skills and demonstrated desire for excellence can add value to ABC. Some of the skills and experience I look forward to bringing to your company include:

Analytical and Modeling Skills

• Spearheaded project to analyze business of 200 projects and implemented solution to monitor, analyze and report defects, resulting in savings of $2 million.

• Awarded for developing models for risk assessment and resource allocation of projects.

• Applied customized financial models for IT, CPG companies, conceptualized risk-reward investment strategies, and forecasted returns based on fundamentals.

Interpersonal & Communication Experience

• Conducted projects with multinational teams across two continents involving

Operations, Finance, Marketing and General Management divisions of 5 corporations.

• Led 5 large scale IT implementation projects creating strong business relationships leading to $2M in additional contracts.

• Awarded the Best Customer Satisfaction Ratings from 25 different product categories.

Proven Academic Accomplishment and Business Improvement Focus

• GPA: 3.6, Honors: In top 5% of the class in undergraduate school and a GMAT of 720 and achievement of the Dean’s Scholar Award at Robert H. Smith School of Business.

• Applied Carnegie Mellon’s quality improvement principles at Hewlett Packard

saving maintenance costs of $1M.

I look forward to having the opportunity to speak with you further regarding this opportunity with ABC.

Sincerely, John Smith