

June 29, 2018

Thomas T. Smith
Director of Recruiting
ABC Company, Inc.
123 North Avenue
Los Angeles, CA 90089

Dear Mr. Smith:

Paragraph 1 – Objective: Clearly identify the position to which you are applying. You should include: (a) the title of the position for which you are applying; (b) who referred you (if applicable); (c) how you found out about position; and (d) in a sentence or two, describe why you are a good fit for this position.

Paragraph 2 & 3 – Objective: Generate interest by identifying specific skills/abilities/experiences that relate specifically to the position you are applying to. Print out the job description and highlight key words. Use these paragraphs to connect the dots between the position details/requirements and your experiences, incorporating some of the key words from the job description. Display in-depth knowledge of the company and/or industry in a non-ingratiating manner. You should include some or all of the following:

1. Summarize your skills/abilities/experiences that match the specific requirements of the job. Do not copy statements directly from resume.
2. Your *Value Proposition*; your accomplishments as Action/Result statements.
3. Specific industry experience that matches the interests of the employer.
4. Specific, well researched, and thought out reasons for your interest in the company and/or industry (this can be a paragraph unto itself if well researched and well written). But, do NOT “flatter” the company with statements such as “I would love to work for the firm with the world’s most brilliant strategic minds.” (quote taken from an actual cover letter).

Paragraph 4 – Objective: Succinct close with a call to action. You should include: (a) request an opportunity to discuss your qualifications and interests in more detail (b) relist your contact information for them to contact you (c) add a line about how you see yourself growing in the profession (d) thank them for their time and attention.

Sincerely,

Eddie T. Eagle

Eddie T. Eagle
B.S. in Business Administration
Cal State LA, College of Business and Economics

Eddie T. Eagle

(310) 555-5555 • student@calstatela.edu • linkedin.com/in/eddieteagle

EDUCATION:

California State University, Los Angeles Los Angeles, CA
Bachelor of Science in Business Administration, Finance Option Expected graduation: May 2015
Minor in Management Cumulative GPA: 3.75

RELEVANT COURSEWORK:

Financial Analysis and Valuation, Financial Derivatives, Investments, Financial Reporting and Analysis, Financial Accounting, Business Communication, Global Strategy

EXPERIENCE:

ABC Company, Inc. San Francisco, CA
Financial Planning & Analysis Intern Summer 2016

- Evaluated monthly financial performance to plan for orders, sales, earnings, and cash flow.
- Utilized Excel analytics and pivot tables to determine variance analyses and risk assessments.
- Developed Estimate At Completion for company labor and material contracts.
- Executed and distributed monthly Earned Value Management (EVM) reports to control accounts.

DEFG Company, Inc. Los Angeles, CA
Credit Risk Management & Advisory Summer Analyst Summer 2015

- Developed sensitivity analysis for projected free cash flows of a casino company to determine the likelihood of a default given probable future operating performance.
- Authored comprehensive credit reviews for numerous gaming and lodging companies, REITs, and real estate private equity funds, including intensive reviews for two major casino resort companies.
- Wrote credit sections for structured finance deals, including an acquisition transaction.

HIJK Company, Inc. Los Angeles, CA
Private Wealth Management Intern January 2015 – May 2015

- Analyzed trade ideas and pitched stock picks to managing director and associates.
- Researched asset class allocation and performance of endowments to include in client presentations.
- Developed and managed Excel database of over 500 high net worth individuals for business development.
- Designed and implemented performance measurement databases, training materials, and bonus structures.

AFFILIATIONS & LEADERSHIP:

Financial Management Society Fall 2015 – Present
Writer and Member

- *FMA Newsletter*: Authored solar industry analysis as well as related stock pick analysis (GT Advanced Technologies), published in the Fall 2015 Newsletter (November 2015).
- *Investment Banking Mentorship Program*: Built necessary skills and competencies by working one-on-one with student mentor experienced in the field of investment banking.

ASI Student Government, Active Member Spring 2017 – Present
Phi Kappa Phi, Active Member Fall 2017 – Present

ACHIEVEMENTS:

Dean's List, Pasadena City College Fall 2012
Beta Gamma Sigma Honors Society, Pasadena City College Spring 2013
Academic Scholarship, Pasadena City College Fall 2013

SKILLS & INTERESTS:

Languages: Fluent in English and Chinese (Mandarin)
Computer Skills: Microsoft Office, Adobe Photoshop, Capital IQ, Thompson One, Social Media, Basic HTML
Interests: Athletics, baking, international travel, marathon running, and reading