

This email might work well on the burlesque circuit, but not for finance. Johana might want to consider an email address such as [JTSpangler@XXXX.com](mailto:JTSpangler@XXXX.com) for her professional correspondence.

Johana T. Spangler  
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January 20, 2015

Thomas C. Laundry, Managing Director  
Brown & Co. Investment Services  
2332 Wilshire Blvd, Suite 119  
Los Angeles, CA 90017

Dear Mr. Laundry,

I will be graduating this summer from California State University Los Angeles with a degree in finance, and I am very interested in pursuing a position with your firm in financial advisory. My coursework includes securities analysis, investments, fixed income, and derivatives. I was treasurer of the Cal State LA Financial Management Association, have been actively involved in managing the student fund, and was a member of this year's team sent to represent the university at the CFA Research Challenge. I have also taken additional courses in acting and writing; I have excellent people skills and can write well. I look forward to discussing career opportunities at Brown & Company with you. Please contact me if you have any questions, I appreciate your time.

Every finance major anywhere takes investments (FIN 332), but it is highly relevant to this position, so remind them of it. Likewise, you should list the other key electives in industry terms—and order of importance for the position—that your audience (Thomas Laundry and maybe, HR) will understand. In this case FIN 437, FIN 450, and FIN 440.

Showing that you have been involved in relevant and worthy extra-curricular activities such as treasurer of the FMA, managing the student fund, and representing the school in an investment competition demonstrates that you are a serious applicant and have leadership and teamwork skills.

Telling about additional work you have done, particularly when it is somewhat uncommon, and relating to how it will make you a stronger candidate, will make you more interesting, and set you apart from the rest of the pack. It will make them want to bring you in, and could cause them to look past some grade concerns. However, you have to make it relevant. If Mr. Laundry feels that you're a wannabe actor that is taking a finance job for the moment, he is not going to hire you.

Sincerely,

Johana T. Spangler