

Sometimes, email addresses may sound funny. Though memorable, it will not likely help your application with the image it creates. Better might be: [Tardashir@XXX.com](mailto:Tardashir@XXX.com).

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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 minor in finance and a major in English, and I am very interested in pursuing a position with your firm as an assistant analyst. I have taken most of the finance courses required by finance majors. My coursework includes securities analysis, investments, and international finance. I have been actively involved with the Cal State LA Financial Management Association in managing the student fund and analyzing securities. Because of my degree in English, I have strong writing skills. 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/minor 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 to the position—so that your audience (Thomas Laundry and maybe, HR) will understand. In this case FIN 437 is listed first. It appears that Teresa has taken an additional elective, FIN 431—multinational finance. She calls it “international finance”, which is the conventional industry language Mr. Laundry will understand.

She has also been an active member of the FMA, and have been involved in managing the student portfolio (this is something everyone taking FIN 437 does, and is worth mentioning), as is her FMA participation.

This is where the non-finance degree is leveraged into a big plus. Every degree, be it English, Acting, Biology, Marketing, Art, etc. provides a strength that you can leverage on, you just have to relate it to the position which you are seeking.

This also makes Teresa stand out—she will think in somewhat differently than traditional finance majors, and can write clear analyst reports. She is interesting, so she might get a call.

Sincerely,

Teresa Ardashir