

Rufus is an Engineer, that will automatically attract attention because they will know he is strong analytically and capable of advanced modeling. Even if applying for a less analytically demanding position, it will be noted. Rufus correctly lists the key courses in industry terms—and order of importance—that his audience (Thomas Laundry and maybe, HR) will understand. In this case FIN 440, FIN 437, and FIN 332. (Had he taken FIN 450, Fixed Income, he would have listed that.)

He also notes that he can program in C++ and get at the databases without assistance. That would be of great interest to a structured products or derivatives research group, where they prefer team members be autonomous and not need hand-holding.

Rufus P. Ignolio
19321 Caspian Way, Apt 317
Montebello, CA 90032
(626) 721-XXXX
RPIG193@XXXX.com

Again, this is probably not the best choice for an email address. Rufus may also want to consider going by his initials, Texas style. See the signature line below.

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 Major in Electrical Engineering and a Minor in Finance, and I am seeking an analyst position in your structured products group. My finance coursework includes financial derivatives, securities analysis, and Investments. I have strong analytical skills, can program in C++, and have knowledge of databases. I have become actively involved in with Cal State LA Financial Management Association 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 look forward to discussing career opportunities at Brown & Company with you. Please contact me if you have any questions, I appreciate your time.

Showing that you have been involved in relevant extra-curricular activities such as 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.

Sincerely,

R. P. Ignolio