

# GRANT SPEARS

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Nov. 18, 2008

Harry Winterthorne  
Director, Undergraduate Internships  
JP Morgan Chase  
270 Park Ave.  
New York, NY 10017



Dear Mr. Winterthorne:

I am interested in speaking with you regarding a Summer Analyst position with JP Morgan Chase. Both my employment experience and my classes in finance have prepared me well to make a significant contribution to your organization. As undergraduate at the University of Southern Maine, I have gained a great deal of knowledge that will enhance your firm's success. In addition to my finance courses, I have acquired skills in balance sheets, income statements, most types of financial statements, and working capital management.

With minimal training, I expect to contribute significantly as a part of your team. My strengths lie in my understanding of the principles behind accounting and finance, as well as my ability to communicate effectively and willingness to work hard.

My leadership of my class as president for three consecutive years, along with the drive I demonstrate in competitive Taekwondo, have enabled me to competently utilize my attention to detail and organization while providing exemplary results. My previous employers can attest to my motivation, loyalty, and service and affirm that they have entrusted me with increasing amounts of responsibility.

My strong computer skills, including Microsoft Word, Excel, and other applications, would be a considerable plus for JP Morgan Chase. As a student juggling multiple projects, I also developed excellent time-management skills and the ability to keep a cool head in high-pressure situations.

I am confident that I will be an asset to your organization. My qualifications are an excellent fit with the needs of your firm. In addition, my strong dedication to achieving excellence and my commitment to continually increasing my knowledge and education cannot but contribute to JP Morgan Chase's continued prosperity.

I am eager to meet with you. I will contact you soon to arrange for an interview at your convenience. In the meantime, please feel free to contact me by phone at 207-555-4342.

Sincerely,

Grant Spears