

Kirby Edwards

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date



specific name of recipient
company
address
address

Dear [specific named individual]:

I am writing to express my interest in a financial-services position with your firm. I am very impressed by the significant responsibilities your company offers and its ample opportunities to excel as an entrepreneurial, achievement-oriented type of person. More importantly to me, your firm's philosophy is particularly well suited to my background.

I will graduate in May with a bachelor's degree in finance from the University of La Verne. An educational background packed with quantitative/financial analysis has provided me with exceptional experiences that equip me well to build strong relationships with clients and others. As an undergraduate major in finance, I have participated in in-depth financial analysis.

Currently, I am involved in a unique program at my school that sets me apart from other recent graduates who apply to your firm. For the past year, I have been part of the Sawyer-Duncan Investment Program, the only undergraduate program in the Southwestern United States that allows students to invest real money in the stock and bond markets. The Sawyer-Duncan Program has enabled me to gain practical experience in portfolio management and has enhanced my communication and teamwork skills. I have also fine-tuned my research techniques to make the best stock and bond selections.

Through my education, I have gained excellent insights into the world of finance and strengthened my analytical and quantitative skills. In me, you'll find someone who is unusually dedicated, self-motivated, and who possesses the detail-orientation and technical skills to excel in a fast-paced environment.

Through my experiences and academic background, I have acquired determination, independence, initiative, and the ability to learn quickly and apply that learning proactively. Equipped with leadership and interpersonal skills enhanced by education at an excellent business school, and bolstered by unique experiences, I am confident that I can contribute significantly to your firm.

I have made a career commitment to the financial industry. I would greatly appreciate the opportunity to be included on your interviewing schedule. I will follow up this letter with a phone call. Should you wish to contact me before then, I can be reached at 909 555-8272. Thank you very much for your consideration.

Sincerely,

Kirby Edwards