

Pamela Jung

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Mr. James Crowley
Finance Manager
Acme Inc.
555 W. Applegarth Blvd.
Anytown, TX 75000

Dear Mr. Crowey:

Two of your former interns, Brian Hodges and Martha Smith, suggested I contact you regarding finance internship opportunities. They are familiar with my background and felt I would be an excellent match for your summer internship program.

Currently a junior majoring in finance at UNT, I have demonstrated strong academic performance in all finance courses, maintaining a 3.5 GPA in my major. The courses in my major has given me a solid foundation in the tools, processes and methodologies involved in the successful analysis and management of portfolio-investment strategies. I have a proven ability to learn challenging concepts quickly and have developed competencies in diverse areas. Including:

- Industry research and information sourcing
- Comparative analysis
- Quantitative analysis
- Pro forma analysis
- Cash-flow analysis
- Financial modeling and asset valuation
- Portfolio and asset management
- Insurance plans and mutual funds
- Retirement and estate planning
- Tax planning and investment strategies

In addition to my analytical strengths, I bring to the table advanced computer skills (with cross-platform expertise in Windows and Mac). Experience with the MS Office suite of products. Familiarity with programming languages including SQL, HTML and VB.

Since starting college, I have worked part-time (summers/holidays/evenings) as a clerk at Wal-Mart. In this position, I have earned a reputation for consistently exceeding company and customer expectations. Wal-Mart's store manager has asked me to return this summer, however I yearn to gain corporate finance experience. I am impressed by Acme's innovation and success, and I would very much like to be part of such a winning company.

The enclosed resume provides more details of my skills and achievement track record. If you agree that I could make a valuable addition to your team, please feel free to call me at (555) 555-5555 or email me at pamela@somedomain.com. I know you are busy, so thank you for your time, and I look forward to speaking with you.

Sincerely,

Pamela Jung

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Enclosure: Resume