



A cover letter is job specific: This letter is for an **Analyst** position and the **Job Requirements** include: research, quantitative and communication skills.

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This letter uses a thesis statement (underlined) to connect skills to the position. The thesis statement notes three skills listed in the posting and each following paragraph uses examples to describe the skill.

Mason Hall  
515 E. Jefferson  
Ann Arbor, MI 48109  
September 15, 20xx

Seymour Careers  
ABC Finance  
515 XYZ Drive  
New York, New York 60601

Dear Mr. Careers:

I am applying for the analyst position listed in the University Career Center's Handshake platform. As someone with a unique academic background, research experience and strong communication skills I am eager to apply these experiences in the financial industry.

*(Career Coach Note: highlights unique academic background)*

As a dual major in economics and physics I have developed an interdisciplinary approach to research. Economics has taught me to examine systems and the problems that arise within these systems while at the same time considering the people and their roles as decision makers. Through the study of physics I have gained an appreciation for researching topics by working with their smaller components.

*(Career Coach Note: highlights research experience)*

My academic training was applied during internships with JPMorgan Chase and Chrysler. My hands-on projects included creating a long-term economic model, researching financial statements to develop exposure profiles and writing weekly interest rate updates. Each project was an opportunity to use my research and quantitative skills and gain experience in the financial industry.

*(Career Coach Note: highlights strong communication skills)*

Working with clients from various backgrounds and needs I have learned the importance of effective communication. In my roles as peer advisor and camp counselor I assess clients' needs and determine the appropriate resources. As an actor/dancer I have effectively worked as part of a team, adapting to different work styles and skill sets, to create an effective message for the audience. I hope to bring these successful communication skills to ABC Finance.

I look forward to talking with you about the analyst position and will contact you within the next two weeks to discuss appointment options. In the meantime, please feel free to contact me by phone or email.

Sincerely,

Mason Hall