Date: July 24, 19XX

Mr. Chris Turner

Vice President, Human Resources

FMD Securities

Dear Mr. Turner:

I am very pleased to have the chance to meet with you during the annual presentation for the Financial Management Association. I find the opportunities available at the FMD Securities to be very impressive. I am writing to express my interest to be a part of your firm by applying for the Investment Banking Summer Associate position.

With my outstanding performance as a Management Consultant at the Field State Securities and my forthcoming MBA at the Stanford School of Business Administration, I am confident that I will be of great help to your organization. My stay at the Field State Securities has enabled me to develop efficient techniques in working with clients. My duties in my previous job include collecting data, researching and conceptualizing solutions and working with diverse teams to during implementation.

I believe that these qualifications are appropriate for the job you are offering. I am looking forward to further discuss my credentials as well as the potential help I can provide to your organization. Thank you very much for your time and consideration.

Best regards,

Michelle Anderson