Sample Cover Letter #2
Founder Bio

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About

Bill Zhang is the founder of Young Life Services, a professional career and education consulting service aimed at Chinese university students. Since the firm’s founding half a year ago, Bill has helped over 100 students succeed in their academic and career pursuits. Currently, he is leading the expansion efforts with another business partner to offer competitive services in the market alongside leading professionals in each industry vertical.

Bill is a consultant at FTI Consulting, a leading global management consulting firm with specialties in financial and operations advisory. Bill assists corporate management in stabilizing finances and operations to reassure all parties-in-interest that proactive steps are being taken to enhance value through developing liquidity forecasts, improving cash flow management, obtaining additional financing, negotiating loan covenant waivers and guiding complex debt restructuring.

Prior to FTI Consulting, Bill worked in the Economic and Valuation Services Department of KPMG, a global business advisory firm, where developed financial models for multiple companies including a multi-billion dollar hotel chain restructuring. He also worked in the investment banking department of B. Riley & Co., where he helped build financial models for mergers and acquisitions, assisted with due diligence and preparation of materials for live projects.

Bill’s career jumpstarted with an internship at one of the top global law firms, Gibson Dunn and Crutcher where he was a financial planning analyst intern.

Apart from his extensive working experiences at some of the largest global corporations, Bill also serves as a long term college application and test prep coach. He’s taken numerous standardized tests ranging from the SATs, GMAT and LSAT, consistently scoring at the top 1%.

Bill holds a bachelor’s degree from the University of Southern California in Business Administration with an emphasis in finance where he graduated magna cum laude.
Dear Hiring Manager,

Re: Application for the position of Finance Internship

I am writing to apply for Finance Internship at [Company Name] company on summer 2017. Through my internship and coursework, I believe my experiences make me an qualified candidate for this position.

Firstly, I have a strong study capability which makes me easier to accept new things. I was awarded 3rd Scholarship of [University Name] for [Course Name] in year 2013-2014.

Secondly, I have an internship experience in [Company Name]. This working experience enhances my ability to analysis data and research information effectively and also improves my interpersonal skills. Besides, my experience in student organization enhances my teamwork ability.

Most importantly, I understand Finance is a multicultural company, the experience of studying abroad makes me easier to communicate with people from different culture and different education background.

A cheerful disposition, can-do attitude and interpersonal ability makes me a strong candidate for the advertised position and I am certain that my experience and industry exposure will add value to [Company Name].

Thank you very much for considering me for the above mentioned vacancy. A meeting to discuss with you further my arriculum and aspirations would be appreciated.

I look forward to your favorable reply.

Yours faithfully

[Signature]
Notes After 1 Hour Phone Call

Mr. [Last Name] (Recruiting Manager)

[company name]  
[address]  
[city, state, zip code]

Dear [Recruiting Manager],

I am applying to the [position name] position at [company name] after researching the company and its exciting projects. During my experience, I found several skills that are aligned with your needs. I have completed the [course name] course, which taught me how to [relevant skills].

[Company name] is a multicultural company that provided me with strong adaptability and cultural adaptability to communicate with diverse people.

I am confident that my background and experience align well with what [company name] has to offer and make me a great fit for the position.

My relevant education background and strong study capabilities will give me the necessary background knowledge and learning ability to excel in the job. I have a bachelor of management degree in logistics management and am currently working towards a master of finance degree. I took the investments class last semester. In this class, I analyzed our stock named XYZ. I believe that learning through real-life scenarios and analyzing the stock performance and daily news used materials from Morningstar, Yahoo Finance, and other resources, which I think is essential for these tools in analysis figures.

- Talk about one relevant course that you took that got you interested in finance accounting etc.
- Talk about the academic and analytical skills you gained from your academic background

I’ve also augmented my skills through multiple internships and leadership experiences. During the summer of 2014, I interned at [company name] as a finance assistant. I used Excel to analyze figures and make accounts. I was also responsible for analyzing the budgeting to achieve the objective.

- Data analysis: what data did you analyze, what tools/frameworks did you use, what result did you achieve?
- Research: what tools and methodologies did you use for your research?

While in college, I was the secretary for our school’s planning and publicity department where I took part in a welcome party for the freshmen and was responsible for preparing posters, balloons, and game prizes for the event. Each team members performed their own business and then we had a meeting to talk about the design of the meeting scenery and light effect together. The big success of this experience really enhances my ability to teamwork.

- What project did you work on that had the most impact?
- How did this enhance your collaboration and teamwork skills?

[Company name] is a multicultural company that I believe the experience of growing up in a foreign country provide me with strong adaptability and cultural adaptability to communicate with diverse people.

A copy of my resume is enclosed for your reference. I would welcome an opportunity to discuss my qualifications with you and learn more about [company] at your earliest convenience. Thank you very much for your time and consideration.

Sincerely,
Final Edit

[Address]

[City, State, Zip Code]

Dear [Name],

I am applying to the [position name] position at [company name] after researching the company and [speaking with xxx/attending info session/networking event] who which has left me a great impression of the firm. [He went above and beyond to introduce me to the firm’s stimulating projects and unparalleled learning and development opportunities.] I’m confident that my background and experience align well with what [company name] has to offer and make me a great fit for the position.

My relevant education background and strong study capabilities will give me the necessary background knowledge and learning ability to excel on the job. I have a bachelor of management degree in logistics management and am currently working towards a master of finance degree at the [insert school name]. Last semester, I took a class called Investments in which I pitched a stock named Skyworks Solution by performing fundamental analysis, tracking its stock performance, and evaluating daily news using sources from Yahoo Finance, Morningstar Equity Research Reports, Yahoo Finance, etc. I really enjoyed the process to develop deep and fundamental research on industries and business models. I hope to apply the investing philosophy, learned [insert specific skills], to bolster my future career and personal finances.

I’ve also augmented my skills through multiple internships and leadership experiences. During the summer of 2014, I interned at [insert company name] as a finance assistant where I was responsible for assisting the finance department with various duties such as month-end reporting, performance analysis, and invoice record maintenance. I used Kingdee, a cloud ERP system, to analyze figures and create accounts. Furthermore, I was responsible for analyzing the monthly budget and calculate budget forecast variations. While in college, I was the secretary for our school’s planning and publicity department where I was responsible for planning various professional development and social events for students. I planned and hosted a welcome party for the freshmen class and was responsible in preparing posters, balloons and games prizes for the event. I spent hundreds of hours in regards to choosing the venue, the decorations, and the various logistical components. Through these experiences, I was able to hone my leadership, teamwork, and communication skills and wish to bring these transferable skills to this position.

[company name] is a multicultural company and I believe the experience of growing up in a foreign country provide me with strong a digitabilty and cultural adeptness to communicate with diverse people. Apart from that, I also have a cheerful attitude, can-do spirit and strong interpersonal skills. These traits coupled with my professional and academic experiences make me a great candidate for this position.

A copy of my resume is enclosed for your reference. I would welcome an opportunity to discuss my qualifications with you and learn more about [company name] at your earliest convenience. [Insert contact information]

Thank you very much for your time and consideration.

Sincerely,