To whomever it may concern,

I am a Finance Major at the Robert H. Smith School of Business expecting to graduate in May of 2019. I recently viewed the job description for \_\_\_\_\_\_\_\_\_ and believed that this was an intriguing opportunity for me to gain experience and contribute my skills. I am interested in applying for the \_\_\_\_\_\_\_\_\_ because I believe my analytical skills and work ethic would make me a great fit for \_\_\_\_\_\_\_.

Being a Smith student has provided me with excellent academical education and experience that will provide useful for this internship. During business classes, we are presented with real-world situations and are tasked with accurately solving projects. My course work has exposed me to business related group work and research participation events to develop problem-solving, critical thinking, leadership, and communication skills that I believe make me a valuable addition to your team.

I understand that the job requires interns to possess strong analytical skills and dedication. I’ve had over 5 years of previous work experience which has helped me develop a strong work ethic, dedication, and managerial skills. In the company job description, I observed that this internship required \_\_\_\_\_\_ skills from \_\_\_\_\_\_\_ I have been able to gain a

Below I have enlisted my resume which further goes into my work experience. I would appreciate the opportunity to meet you in an interview to discuss my qualifications for the \_\_\_\_\_\_\_\_\_. I can be reached at 301-832-5630 or by email at [jtfatzinger@gmail.com](mailto:jtfatzinger@gmail.com). Thank you for your time and consideration.

Sincerely,

Joseph Fatzinger