**Bay Shen**

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[Date]

[Exact Company Name]

[Company Location]

RE: [Exact Job Title]

Dear Hiring Team,

My name is Bay Shen, and I am a second-year student at the Schulich School of Business pursuing my Bachelor of Business Administration with an intended specialization in Finance and Economics and an expected graduation date of April 2027. I came across [Simple Company Name]’s student opportunities through [Found Through] and what I have learned of the firm since then has greatly impressed me.

[Simple Company Name]’s commitment to [Committed To] and [Culture] culture is something that I deeply resonate with. Furthermore, the [Role Details] found in this role interest me because of [Why This Role]

Therefore, I am writing to express my interest in the [Simple Title] position at [Simple Company Name] and have enclosed my background information below.

During the summers leading up to university, I interned at a start-up called ExplorerHop. I helped the company create in-house market simulation and portfolio management software, which led to me developing a strong skill set in Python programming and Microsoft Excel. When I moved to the Project Management team, I prototyped and deployed a $10,000 Google Ads campaign, achieving 31% more conversions with 24% less cost-per-conversion.

Last winter, I completed an internship at Pycap, a venture capital firm based in Toronto. There, I was able to apply my knowledge in a practical setting by scrutinizing business plans, financial projections, and conducting due diligence on potential tech startup investments.

Moreover, this summer I further immersed myself in the industry through an internship at Aimstar Capital Group, a CIRO regulated securities dealer. I worked closely with the head of capital markets, conducting strategic financial analysis for various entities. I was able to contribute to the public offering of Reitar Logtech Group (NASDAQ:RITR) by performing valuation analysis using both relative and intrinsic methodologies as well as comprehensive due diligence, ensuring compliance with NASDAQ listing requirements.

Leading a team of 4 as a group head on the York University Student Investment Fund (YUSIF), as well as serving as Vice President of Member Development on the York Finance Club (YFC) taught me how to work with a team, delegate tasks, and adhere to strict deadlines while simultaneously communicating with 400+ general members and mentoring other students. Alongside this, my time volunteering as a mentor for Scarborough STEM Alliance has allowed me to contribute meaningfully to my local community even outside of finance.

Given my experiences, competitive academic background, and desire to learn, I believe that I am a particularly good fit for the [Simple Title] position at your firm. I welcome any opportunity to discuss my qualifications and learn more about [Simple Company Name] at your earliest convenience. Thank you very much for your time and consideration.

Sincerely,

Bay Shen