**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 currently a second-year student at the Schulich School of Business pursuing my Bachelor of Business Administration. I was introduced to [Simple Company Name]’s student opportunities through [Found Through] and was impressed with [Impressed With]. Due to this, I am interested in pursuing a [Simple Title] position at your firm and have enclosed my resume and background information below.

During the summers leading up to university, I interned at a start-up called ExplorerHop. Through developing in-house market simulation software and analyzing user trade data, I developed a strong skill set in quantitative analysis and programming in Python. When I moved to the Project Management team, I managed a two-month long data migration project as well as developed and deployed a $10,000 advertising campaign, achieving 31% more conversions with 24% less cost-per-conversion.

During the winter of my freshman year, I completed an internship at Pycap, a venture capital firm. 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.

This summer, I completed an internship at Aimstar Capital Group, a CIRO-regulated securities dealer, where I was able to add value by performing strategic financial analysis for various entities. Throughout this experience, I solidified my attention to detail and greatly strengthened my research skills. I was fortunate to be able to contribute to the public offering of Reitar Logtech Group (NASDAQ:RITR) by performing valuation analysis using both relative and intrinsic methodologies.

To further hone my technical skills, I joined the York University Student Investment Fund (YUSIF) as part of the technology, media and telecommunications coverage group. At the fund, I not only improve my technical skills, but also how to work effectively in a team, manage my time, and adhere to strict deadlines. Likewise, my experience as a Member Development associate on the York Finance Club (YFC) allows me to give back to my school’s community as I support 80+ students in learning about the skills needed to pursue a career in capital markets.

Given my experiences and competitive academic background, I believe that I am a particularly good fit for the [Simple Title] at your firm. I welcome the opportunity to discuss my qualifications with you and learn more about [Simple Company Name] at your earliest convenience. I can be reached at 437-777-0090 or via email at bayshen@gmail.com. Thank you very much for your time and consideration.

Sincerely,

Bay Shen