Chen, Xuefeng

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626-841-0764

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Dear recruiting officer at OpenGate Capital

My name is Chen, Xuefeng and I am currently junior and major in business economics at University of California, Los Angeles. I was recently introduced to your firm via on-campus recruiting program and was impressed with what I learned of your company’s culture and role in financial industry. I am interested in pursuing an Private Equity intern position at your firm, and have enclosed my resume and background information below.

I have previously worked full time in a NASDAQ IT company in Shanghai, Through this experience working as a team player, coordinator and analyst of our firms performance based on the internal data, I have gained team player, quantitative and financial analyze skills and honed my management skill. I also had the opportunity to work on formulating SOX 404 IT policies for my company, which enables me to evaluate the risk before executing certain projects and make backup plan in advance.

Given my background in full time working experience and my financial analyze skills; I am a particularly good fit for this intern position at your firm. I am impressed by your track record of clients at your firm and the significant responsibilities given to Intern Analyst, and I am looking forward to joining and contributing to your firm.

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 your firm at your earliest convenience. I can be reached at 626-841-0764 or via email at [xfchen@ucla.edu](mailto:xfchen@ucla.edu). Thank you very much for your time and consideration.

Sincerely,

Chen, Xuefeng

Enclosure: Resume