Dear Recruiting Representative,

My name is Daniel Shu and I am a current third year business student concentrating in finance at California Polytechnic State University, San Luis Obispo. My objective is to apply for the internship position. My resume and unofficial transcript has been included and I will be available for the summer of 2016.

I hold several characteristics that I believe would qualify me to successfully take on this position. These include my strong data analytical skills, inquisitive mind, and positive personality. I have completed several business class projects which required constant use of Microsoft Excel and knowledge of financial models, which I believe would be beneficial skills to have for this position.

I would be happy to show you my past projects and potential in a meeting at a time and date convenient to you. If there are alternative positions in your company that I may be eligible for, I would be very pleased to be considered for them as well. Thank you for your time.

Sincerely,

Daniel Shu