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Citi Recruitment,

Dear Sir or Madam:

My name is David Rudolf and I am an undergraduate physics student at Imperial College London.

I am writing to you to apply for the spring insight opportunity at Citi Group. I am interested in this position because I would like to gain experience in the Banking industry. My good problem solving and analytical skills as well as a broad knowledge of languages make me a good candidate for this position.

I am meticulous, hard working and motivated. I have an acute predisposition for detail and I adapt quickly to new environments. Through the study of physics I have gained problem solving and analytical skills that I believe will make me a valuable member of the intern team. I am also well spoken – I speak French, Russian, German and English fluently; I consider this as one of my greatest assets for this position as the world of banking is highly international. Furthermore, although I do not have any prior experience in this industry, I have had a two months long internship at Shell this summer.

I have a keen interest in this industry and I dream of having the opportunity of experiencing it first-hand therefore I am kindly asking for your consideration.

Yours Sincerely,

David Rudolf