[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Name of Recruiter]

[Title]

[Name of Company/Bank/Institution]

[Recruiter’s Address]

Dear Mr. / Ms. [Recruiter’s Name],

My name is [Your Name] and I am currently [a Year in School and Major / Business School Student at [School Name]] / [Working at Company Name in Division Name]. I was recently introduced to your firm via [Friend / Contact at Firm / Presentation] and was impressed with what I learned of [Your Culture / Working Environment / Company-Specific Info.]. I am interested in pursuing an [Policy Intern/Analyst / Associate] position at your firm, and have enclosed my resume and background information below.

I have always admired [Company/Organization] and so when I saw your job advertisement I jumped at the chance to apply. Having recently read an article about how [information about Company/Organization], I can see how [information about results], and would love to be a part of the near future of the [company/organization].

I have previously [Completed Internships In… / Worked Full-Time In…]. Through this experience [Working on Transactions / Leading Teams and Managing Projects / Performing Quantitative Analysis], I have gained [Go Into Anything Relevant, Such As Analytical / Leadership / Teamwork / Finance / Accounting] skills and honed my [Any Other Relevant Skills]. I also had the opportunity to work on [High-Impact Project], which [Describe Results].

Given my background in [Summarize Internships / Work Experience] and my [Summarize Skills] skills, I am a particularly good fit for the [Position Name] position at your firm. I am impressed by your track record of [Transactions / Clients/ Campaigns] at [Firm Name] and the significant responsibilities given to [Position Name], and I look 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 [Firm Name] at your earliest convenience. I can be reached at [Phone Number] or via email at [Email Address]. Thank you very much for your time and consideration.

Sincerely,

[Your Name]

[Signature]

Enclosure: Resume