RE: XXX (1111)

Dear Sir/Madam,

I am an equity research analyst currently working at Moody’s Analytics Knowledge Services and I would be grateful if you could consider me for the XXX position at YYY.

I bring forth a multitude of skills that I have garnered that I believe are a key fit with this position. I have leveraged the technical knowledge I have gained through the CFA program and my current experience as a Senior Associate Vice President. During my tenure, I have covered a multitude of industries including Energy, Technology, and Manufacturing in which I have carried out in-depth industry analysis, company specific analysis, and built highly detailed financial models. In an attempt to find potential alpha, I have employed various techniques including creating pro-forma reconciliations for companies with significant inorganic growth, modelled the impacts of swaps on foreign denominated debt, and analyzed the past 100 years of the S&P500 to examine the potential market hedges. My loyalty and dedication are constantly recognized and rewarded by my clients; I have consistently achieved a client satisfaction score of above 90%, placing me in the top 10% of employees in my current firm.

I have also actively contributed to a multitude of firm wide IP creation. For example, I have developed highly automated Bloomberg driven relative valuation analysis templates for both equity and fixed income. I wrote two in-depth research articles outlining core strategies that Sri Lanka can adopt within the industrial and technology sectors, as highlighted in my CV. My articles single handedly reinvigorated the company’s ‘Local markets research initiatives’ allowing the firm to access key talent within the country. Similarly, I delivered a guest lecture on bonds and the local bond market to post graduate students at the University of Colombo, for which the Head of Department commended my performance. I also have an inherent thirst for knowledge from the time I have been designing high-end audio amplifiers. Most recently, I have begun developing an excel template which derives data through Google Finance to drive a customizable portfolio. My aim is to create a free portfolio tracker with a much higher degree of customizability relative to the traditional free paper trading platforms out there.

I also possess excellent management and multitasking ability. I lead a team of analysts working for a large buy side client, which I manage alongside my current duties. My ability to quickly tackle the core team responsibilities enabled me to rapidly take up the team lead responsibility. All in all, my combined loyalty to clients, indispensable contribution to company IP and the willingness to take on increasing responsibility in a team environment was distinctly recognized by my employer through the ‘Extra Miler’ award.

[Insert company description here]

I find the role of XXX associate very attractive primarily as it delivers the opportunity to carry out the full spectrum of research from data analysis to the formulation of investment recommendations. I also look forward to cementing my technical skills under the guidance of the company’s top-rated analysts. Joining your company will cultivate the key skills required to support my ambitions of running a successful asset management business.

I believe I possess a broad spectrum of skills that not only fits the current role, but will also be beneficial to XXX in the future. I would be happy to provide further information about myself and I really look forward to hearing from you.

Yours faithfully,

Gamika