>Your Address (including name)<

>Employer’s Address<

>Date<

>Salutation<

I am writing to apply for the [job title] position [where you found it or who told you about it]. As a first-year master’s student in the University of Michigan’s Quantitative Finance and Risk Management program with [some other quality that is relevant to job posting—“a bachelor’s degree in financial engineering”, “experience in trading”] , I am interested in this opportunity to gain experience in [type of work] at a [type of company]. The following skills and experiences will make me an asset to the [company name and/or division if relevant] team:

* [Qualification 1:] During my time as [position/experience listed on your resume], I [how you demonstrated that qualification].
* [Qualification 2:] My experience [doing something] at [place where you did it] required [details about what you did]. The outcome was that [result of your work].
* [Qualification 3:] I have been [doing something] for [amount of time] and have [some of your achievements related to that thing].
* [Qualification 4:] One of my major accomplishments at [place you worked] was [thing you did]. As a [position you’re applying for], I would use this experience to [thing from job description].

\* The above descriptions of how you meet each qualification are just examples. You do need to (and should not) follow them word-for-word.

Because of my demonstrated strengths in [Qual 1, Qual 2, Qual 3, and Qual 4], I believe I am well-prepared to succeed as a [position title]. I look forward to an opportunity to further discuss my qualifications and to learn more about how this position contributes to [Company Name]’s mission and goals. I can be reached at [your email address] or [your phone number].

Sincerely,

[You]