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JPMorgan Chase
Hiring Manager
Zurich

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Subject: Application - Global Corporate Banking Analyst Program - Off-Cycle Internship

Dear Hiring Team at JPMorgan Chase,

I am writing to express my interest in the Global Corporate Banking Analyst Program - Off-Cycle Internship at JPMorgan Chase. With over 10 years of experience in investment analysis and a strong background in financial modeling and valuation, I am excited about the opportunity to contribute to your team and support your clients' growth and innovation.

I possess exceptional analytical and project management skills, and I am proficient in MS Word and Excel. My experience in conducting due diligence and financial analysis has equipped me with the ability to quickly solve complex problems both independently and collaboratively.

In my previous roles, I successfully managed client relationships and conducted thorough industry analyses, which resulted in improved investment strategies and client satisfaction. My trilingual capabilities (English, French, Spanish) and international experience further enhance my ability to communicate effectively in diverse environments.

I am available for an interview at your earliest convenience and am open to travel as needed. I look forward to the opportunity to discuss how my skills and experiences align with the goals of JPMorgan Chase.

Kind regards, In practice, that means I work on the work with attention to clarity. I prefer concrete steps — defining the scope, setting a simple plan, and adjusting based on feedback. I keep it readable: short updates, a clear call-to-action, and timelines people can accept.

Juan-Bernardo Rivero