To

The hiring Manager,

Capgemini

Subject: Application for the opening of Team Lead/Manager – Business Research

Hello,

I’m Mayur Sontakke, CFA, FRM. I’m a finance professional with over 8 years’ experience in the financial services industry.

During these 8 years, I have handled various roles focused on financial analysis, business research, and economic research. Through the experience and education, I have developed strong numerical abilities and analytical skills which fit well with the role. I have written over a thousand research reports, articles, and thought leadership pieces during my career for both informed and layman audience.

I have built and handled high-preforming teams of research analysts in the past. I believe that the experience will help me perform the responsibilities of the role better while giving me a strong platform to achieve more.

Having worked with an early stage startup, I have also handled responsibilities for devising research methodologies and overall research strategy. I have handled C-level relationships with proficiency in the past.

To sum it up, I believe that the role resonates well with my profile and career interests. I have also attached my resume with the application for further reference.

Looking forward to hearing from you.

Thanks and regards,

Mayur Sontakke, CFA, FRM