YOUR NAME  
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October 1st, 2015

Ms. Sabrina Kureshy

Senior Analyst   
Deutsche Bank

60 Wall Street

New York, New York

10005 United States

**Paragraph 1: When possible start with a referral such as from MiddNet and state the position you are applying for. Establish relevant internship and academic experience and confirm you are a strong/highly interested candidate.**  
Ms. Kureshy:

Elizabeth Murphy a Managing Director at Deutsche Bank encouraged me to apply for your Corporate Finance summer analyst program. My previous internship experience with valuation, research, and financial modeling; and my academic preparation in Corporate Finance, Financial Accounting, and Economic Statistics makes me a strong candidate. In short, I am exceptionally excited about Corporate Finance and Deutsche Bank’s summer internship is the perfect program for me.

**Paragraph 1 Alternative - for students not yet having a finance internship or coursework:**

After researching Deutsche Bank’s successful history of creating significant and sustainable value for their portfolio companies and discovering its clear commitment to training its analysts, I am very enthusiastic to apply for a summer position. My strong quantitative skills and ability excel in team environments make me an ideal candidate for the Deutsche Bank summer analyst opportunity…

**Paragraph 2: Describe previous internship experience (or coursework, whichever is stronger).**

**Start with a skill(s) claim and then provide the supporting evidence.**

As a sophomore summer analyst at Stone Capital I developed financial skills including valuation, research, and financial modeling with excel. Specifically, I -

**Paragraph 3: Describe relevant coursework or internship experience (whichever was not covered in para #2) .**  
At Middlebury I have received a solid grounding in quantitative coursework including Corporate Finance, Financial Accounting, Economic Statistics, and Regression. As an Economics Tutor for Professor Michael Shozer’s Financial Accounting course I have been recognized by the department as having superior quantitative skills. Through numerous finance related courses I have established a track record of academic success that provides me the basis to perform in the Deutsche Bank summer analyst program.

**Optional- Paragraph #4 (short):** Include additional skills/qualifications that are identified on *this firm’s* *position description*. For example: leadership, teamwork and communication skills in the context of SIC, athletics, student orgs, and other co-curricular experiences.

**Closing paragraph:** 1-2 sentences summarizing the relevant internship and coursework experience and restating your keen interest in the 2016 summer program.

Sincerely,

Name