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31 October 200X

Ms Natalie West
Head of Graduate Programmes
ABC Investment Bank
52 Dower Street
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Dear Ms West

Ref: Summer Internship – Junior Analyst Position

Being an ambitious, diligent student I am eager to develop my theoretical knowledge by securing an internship with an eminent organisation such as yours.

Presently studying towards a Bachelor of Science in Finance and Management at the London School of Economics, I have gained experience of analysing and interpreting financial statements of large corporates. Many university projects have required an in-depth study into major blue-chip organisations including Coca-Cola and Marks & Spencer.

Additionally, I completed an internship with JP Morgan last year during which I developed a sound understanding of many elements of investment banking. I worked closely with and supported Relationship Managers providing them with relevant information to assist with credit analysis and consequent decision-making.

My key attributes include strong report writing skills, communication and interpersonal skills. I am honest, hard working and I work equally well on my own or as part of a team.

As a confident, articulate and determined individual with excellent research and financial skills, I believe that I would integrate well in your organisation. With a studious disposition and an insatiable appetite for learning, I am confident that I would make a valuable contribution to your organisation.

The award of an internship with your company would significantly enhance my existing knowledge of analysis and would provide me with an invaluable opportunity to gain a further insight into the investment banking industry.

I would welcome the opportunity to attend an interview and I look forward to hearing from you in due course.

Yours sincerely

Jonty Whitton

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