



# Washington University in St. Louis

OLIN BUSINESS SCHOOL

FirstName LastName

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St. Louis, MO 63130

☎ 314-xxx-xxxx

✉ [youremail@wustl.edu](mailto:youremail@wustl.edu)

Dear Hiring Manager,

June 13, 2020

As a December 2020 M.S. in **Quantitative Finance** candidate at the Olin Business School at Washington University in St. Louis, I am actively seeking a full-time position in the Investment Banking field. I am extremely interested in beginning my career at XXX company as a *Credit Analyst*. The investing history of XXX, especially its stability during the 1980's junk bond and LBO craze, was the subject of my undergraduate group project. XXX's commitment to the professional growth of its employees and team oriented environment are also appealing to me. The following represent selected attributes that qualify me as an ideal candidate for this position:

- **Problem Solving Skills:** I recently completed a summer internship with YYY, which involved managing a complicated project. As a result, I have developed proficiencies for recognizing problems, breaking them apart, and then providing appropriate courses of actions and deliverables which will resolve them.
- **Detailed Analysis:** I have learned some of the latest and most recent quantitative analysis and modeling techniques which will facilitate precise, timely, and thorough results.
- **Communication Skills:** While with my former employer, I routinely gave presentations to my division's upper management, including senior managers, directors, and the VP, regarding my group's quarterly sales numbers. In addition, I conducted technical training seminars to new members of the group as well as "refresher" courses to existing group members.

My resume is enclosed, and will give you further insight into my skill set and experience. I would like to schedule an interview so I could express my desire to join XXX company and learn more about the *Credit Analyst* position. I can be reached by phone at 314-xxx-xxxx or by email at [youremail@wustl.edu](mailto:youremail@wustl.edu). I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

FirstName LastName

*Enclosures: Résumé, Writing Sample, Transcript*