

INTERNSHIP COVER LETTER

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28 December 20XX

To
Ben O'Malley
Bigtime Investments
71 Trinity Way
Manchester
M34 3PA
07123 654 951

Dear Mr. O'Malley,

I am writing to express my interest in the Internship opportunity at Bigtime Investments advertised on LinkedIn. As a recent graduate in Accounting and Finance from Manchester Metropolitan University with internship experiences at notable financial institutions such as Johnson Controls and Rothschild & Co, I am sure I can add value to your organisation.

My experience as a Senior Intern at Johnson Controls has prepared me to thrive in fast-paced, challenging environments. Reconciling monthly ledger accounts, organising portfolio meetings, and conducting in-depth competitor analysis have equipped me with a broad understanding of financial operations and market dynamics. Moreover, my role allowed me to demonstrate my abilities in generating new business, as I successfully acquired an average of 3 new clients per month through cold calling.

During my time as a Junior Intern at Rothschild & Co, I strengthened my analytical skills by monitoring data trends, comparing expenses against forecasted budgets, and preparing forecasting reports. Collaborating with finance managers and key stakeholders, I helped identify new opportunities for portfolio improvements.

I am excited about the opportunity to bring my unique blend of skills and experience to Bigtime Investments, where I hope to contribute to your ongoing success while further developing my skills in the world of finance. I appreciate your consideration of my application and am eager to discuss my potential contributions further.

Yours sincerely,

Rose Wilson

How To End A Cover Letter For An Internship

L Darling-Hammond



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