

CMU Student  
5000 Forbes Ave, SMC  
1234  
Pittsburgh, PA 15213  
(412) 555-5555  
student@cmu.edu

December 1, 20XX

Dear Hiring Manager:

I am currently a student at Carnegie Mellon University studying Business Administration, with intended concentrations in Finance and Accounting, as well as Statistics. I am interested in pursuing the Intern position at Company X, as I am impressed by your track record of transactions and clients and the significant responsibilities given to an intern. Given my relevant internship experience at BNY Mellon and the communication and leadership skills I have gained through establishing a non-profit organization, I am a particularly good fit for the Intern position at your firm.

This past summer, I was an Analyst at Bank of New York (BNY) Mellon in the Global Corporate Actions division. I worked with large institutional clients responding to large-scale corporate action activity including mergers, acquisitions, spin-offs and stock-splits. This experience helped me to gain strong analytical skills and sharpened my knowledge of finance.

I have developed unique leadership and communication skills in working with teams and managing several events. I served as the Chief Financial Officer and co-founder of a non-profit organization that raised thousands of dollars annually towards charitable causes through various sports tournaments. I worked with many sponsors, both local and international, to increase the profitability of each event, and therefore maximize donations to each charity.

I would welcome an opportunity to discuss my qualifications with you and learn more about Company X at your earliest convenience. I can be reached at (412) 555-5555 or via email at student@cmu.edu. Thank you very much for your time and consideration.

Sincerely,

CMU Student