

Example of a Cover Letter used to apply for a Summer Analyst position

## FirstName LastName

123-456-7890 | 100 First St., City, ON A1B 2C3 | email@email.ca

Date

ContactFullName

CompanyName

CompanyAddress

CompanyCity, CompanyProvince PostalCode

Dear Mr. / Mrs. / Ms. ContactFullName,

I am in my third year of the Bachelor of Medical Sciences, Honors Specialization in Interdisciplinary Medical Sciences at Western University, and I am applying for your Summer Analyst position in the private equity group of the Los Angeles office. I am attracted to Blue Stone's lean deal teams, collaborative environment, global reach, and the opportunity to further my career in private equity after working in a real estate private equity firm last summer. I am confident my finance experience, leadership skills, and communication capabilities make me a strong candidate for this position.

I showed strong financial and analytical skills as a summer analyst at Apan Capital, a private equity real estate investment firm in Toronto. As a summer analyst, I analyzed and valued commercial and industrial properties, retirement residences, and Canadian REITs for potential buying opportunities. I oversaw the due diligence work on a \$51 million distressed retirement home acquisition, I assessed the possible financing of \$56 million worth of mortgages for a CMBS issuance, and I developed a Microsoft Excel and VBA model to calculate appropriate fees, interest rates, and cash flows on loans for RFA's Energy Efficiency Financing platform.

I exhibited accomplished leadership skills as an Executive for Western Voice, an annual singing competition at Western University. I worked within a team of seven individuals, collaborated within a broader organization of 51 people, and worked with many external stakeholders to organize multiple projects, including a coffee house, a launch and after party at local bars, a VIP meet and greet (the VIP was from L.A.), and the actual Western Voice event. Over 200 people attended the launch and after party, 100 people attended the VIP meet and greet, over 450 people attended Western Voice (up 50% from the previous year), and \$1,000 was donated to The Red Cross.

I displayed excellent communication skills as a microbiology research assistant. On a daily basis I recorded qualitative and quantitative observations from my experiments in a lab journal. These recordings assisted other lab members in their research and acted as a reference point for my work. Twice throughout the summer, I also presented my data and results, through ten minute PowerPoint presentations, to thirteen other lab members. These presentations provided discussion and advice on my own research, as well as gave other lab members ideas for their projects.

My financial analysis capabilities, leadership and teamwork skills, and communication strengths make me a strong candidate for your summer analyst position. I would welcome the opportunity to speak with you to discuss my qualifications at your earliest convenience. Thank you very much for your time and consideration.

Sincerely,

FirstName LastName