**FINANCE COVER LETTER**

Jan 25, 20XX

Sean Employer

Head of Wealth Management

Bluestone Private Banking

1 Main Avenue

Houston, TX 77002

Dear Sean,

I was elated to find out you have opened recruitment for the 20XX Summer Finance Internship program. As a 3.85 GPA student in the last year of the BBA Finance program at the Bauer College of Business, University of Houston, I am also active as the Treasurer in the Finance Association, where we have over 250 members and 50 events per semester.

During my studies at the Bauer College of Business, I have made the Dean’s every semester. I have come top of the class in Financial Accounting and Macroeconomics, all while maintaining the duties of the Treasurer of the FA, handling the financials of 50+ events per semester ($25,000 budget per semester). Since 2014, I have been trading Forex, and after initial beginner’s losses, I have managed to secure an average monthly income of $1250 since I have started college. In 20XX, I passed the FINRA Securities Industry Essentials Exam, so I am ready to take my FINRA Series 7. I have also made extra cash by preparing over 25 business and personal tax returns for my private clients, the largest of my clients being a local company with a $1.1m turnover.

Getting my start at Bluestone Private Banking would be an ideal opportunity for me—to join a globally present private bank, and be constantly challenged to perform on the highest level. Everything I have done up to now has only been preparation for this moment.

Could we schedule a meeting or a call for me to tell you how I saved my biggest client over $40,000 on his 20XX tax bill?

Kind Regards,

Gary Ingram