**ENTRY LEVEL COVER LETTER**

10 October, 20XX

James Watkins

Head of Human Resources

TD Finance

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Dear Mr. Watkins,

I was truly elated when my student project on cash flow improvement won the first prize in a local business club contest. Two months after that, my solution was implemented at a construction company where it cut change orders processing time by 20%.

I must admit it was no random win, though. I always had a strong desire to pursue a career as a leader in the finance function. As I believe the only way of reaching this goal is through adopting a results-oriented attitude reflected in initiative and accountability, I used my time at university to develop these. I also gained hands-on quantitative, analytical, and problem-solving skills by completing such courses as:

* Statistical Inference in Management
* Analytical Methods for Business
* Business Communication

I would love to demonstrate to you that my GPA of 3.98 doesn’t just show my commitment to learning but also reflects my inherent passion for finances and propensity to grow among like-minded people.

When Professor James Henry told me about an internship opportunity with TD Finance, I knew this was an unmissable occasion for further growth, surrounded by outstanding financial professionals.

Could we schedule an appointment next week to discuss how I could contribute to the Finance Leadership Development Program and help your company find optimal solutions to its current business needs?

Best regards,

Peter Thurlow