**Entry Level Career Office Referral Cover Letter**

FirstName Last Name
Address
City, State Zip
Phone
Email

Date

FirstName Last Name
Job Title
Company Name
Address
City, State Zip

Dear Mr. Last Name:

My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the analyst opportunity that you listed through the Name University Career Services Office.

You specify that you are looking for someone with leadership, quantitative, analytical, and communication skills. Last summer, I was given the opportunity to intern at First Real Estate Corporation. I worked within the Real Estate Finance Group, and assisted staff with problems arising from the misinterpretation of leases to miscalculation of rent schedules. As a result, I played an active role within the group and helped them to solve these issues. This process involved using the quantitative and analytical skills that I acquired through actively participating in coursework for my Business-Economics major.

My ability to work well as part of the team also related to my success within this group. These attributes, combined with my enthusiasm to learn, were essential to my contributions and success during this internship.

I believe that I can apply the same skills within my internship last summer to a position within your company. I look forward to discussing the position with you in more detail. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely,

Signature (hard copy letter)

FirstName Last Name