Name of Employer/Receiver

Position held

Company Name

Address

City

**Re:**Internship Program

Dear Sir/Madam,

I am writing to express my deep interest in your company for an internship program. This is an excellent opportunity for me to learn from the best and enhance my knowledge of data, financial reports, budgeting, market trends, and financial models.

I am currently studying for a Bachelor’s of Science degree in the University of X. This summer, I got an opportunity to work for the Company A where I gained valuable skills. In my position as a Financial Analyst, I was responsible for compiling financial reports that aimed at optimizing the company’s budget and making effective forecasts. This allowed for preparing to the future expenses and made it possible to manage the weak areas to increase the revenues. As a team player, I worked with the research group members on developing comprehensive risk assessment reports to act as guidelines for investment strategies. In addition, I developed a database of new and potential high income and high net worth clients.

My duties included but were not limited to creating presentations on risk analysis, carrying out detailed examination of current market trends, and conducting financial research. I also gathered data from various scholarly sources and applied the information for developing both short- and long-term financial plans. My area of expertise included offering financial education, anticipating essential changes that might be required to accomplish the set goals, and creating stock pitches that were submitted to the National Board.

My interactions with various professionals and being entrusted with diverse tasks have helped improve my communication skills. The experience I received at this company has enriched my data analysis skills, my ability to think and act strategically, my aptitude to work with detailed data, and enhanced my skills of creating informative, concise, and interactive presentations.

As for my personal characteristics, I am sociable, dependable, goal-oriented, and a holistic person who takes pride in working in a diverse environment. I strongly believe that my academic qualifications and work experience will make me an outstanding candidate for the internship program your company provides. I will greatly appreciate being a part of your team and look forward to hearing from you soon.

Attached is my resume for additional details. References will be available upon request.

Sincerely,

Name