April 24, 20XX

Ms. Doris Jones  
Executive Director Finance Division  
l Merrill Lynch  
238 Seventh Avenue  
New York, NY 4321

Dear Ms. Peabody:

My academic and previous work and internship experience make me the perfect candidate for Merrill Lynch’s Summer Analyst Program. Mary Smith, Merrill Lynch’s Senior Analyst, recommended that I write you in regards to the position in hopes that I can apply and interview with you prior to the October 31st deadline.

In the internship posting it listed strong analytical, leadership and quantitative skills. Through my business, finance, and economic courses I have developed strong skills in these areas and look forward to the opportunity to further develop my skills through a challenging and rigorous internship experience. My previous experience in the financial field includes an internship as a analyst with Smith Barney as well as working for the credit union for the past two years at my college. In addition to my knowledge and skills in the area of finance, I have been commended by my professors and previous supervisors as to my strong verbal and written communication skills. I was a key player in putting together the financial portion of my management and business project and presentation which was highly praised by the executive team that attended.

I am confident that I can apply the same skills at Merrill Lynch that have made me successful in my previous educational and career pursuits. I will call next week to see if you agree that my qualifications match what you are looking for in a summer analyst. I am available to schedule an interview that could be arranged at a mutually convenient time for both of us. Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

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