

## Mary Jane Smith

Box C-1111, Bryn Mawr College  
101 N. Merion Ave.  
Bryn Mawr, PA 19010  
(321) 555-1212, (610) 526-5555

October 4, 20XX

Nicole O'Neil  
111 Huntington Avenue  
10th Floor  
Boston, MA 02199

Dear Ms. Nicole O'Neil,

The problem solving and quantitative skills I have acquired as a senior Math Major at Bryn Mawr College match with the qualities that Analysis Group, Inc. is looking for in its future analysts. Not only have I taken relevant courses, such as Money & Banking and Probability & Statistics, but have also developed my communication skills, problem solving methods, and leadership abilities.

I have obtained the written and oral skills necessary to convey important strategies and information to coworkers and clients. With a strong background in math, my quantitative skills and independent and group problem solving tactics prepare me to contribute to this growing team. My experience as an intern at Standard Bank, extern with the Homeland Security Institute and Assistant for Conferences & Events at BMC make me a well rounded candidate who is ready to tackle problems from all sides and give the customer service needed for clients involved in middle market investment banking.

The experience I have gained outside of the classroom has also prepared me for what would be expected at Analysis Group. Your company is searching for candidates who are able to contribute to the team and willing to present results. I have successfully made countless presentations on research and have conducted, developed and applied strong leadership qualities with my participation in campus activities.

I also have substantial experience in leading, delegating, and coordinating projects through my leadership on campus. My term as Vice President to BMC's Self Governing Association, Captain of the Indoor and Outdoor Track Teams and high involvement in BMC's Math Department have taught me how to serve as a leader and a member of the group simultaneously.

Consulting is a vital part of today's economy, and your decisions in selecting quality people have much to do with its advancement. I hope to contribute my experience and motivation to the advancement of Analysis Group. Enclosed is my resume for your consideration. You may contact me at (321) 555-1212 or via e-mail at [mjsmith@brynmawr.edu](mailto:mjsmith@brynmawr.edu).

Sincerely,

Mary Jane Smith