

August 1, 20xx

To Whom It May Concern,

As a senior history major at Yale with a demonstrated interest in finance, I write to apply for the Financial Leadership Development Program at Johnson & Johnson. I am interested in working at JnJ because of its Credo, collegial culture, and its fast paced, dynamic environment. This program will not only allow me to master core competencies necessary to succeed in a finance career with training, mentorship, and professional certification, but also strengthen my technical, business, and leadership skills. As a senior passionate about pursuing a career in finance, I believe that my analytical mindset, discipline, and interpersonal skills make me a strong candidate for this position.

This summer I worked as a Sales & Trading Summer Analyst in the Institutional Equity division at Morgan Stanley. Throughout my rotations, aside from completing various pitches and data analysis projects, I developed a 30-page actionable research report on the Las Vegas and Macau gaming industries. At the end of my internship, I received recognition for my analytical abilities, willingness to learn, quality of work, and attention to detail. However, though my experience this summer was both rewarding and intellectually challenging, I am interested in applying my strong analytical and research skills in a more project-focused finance career and being exposed to a variety of business functions through a rotational program.

Throughout my three years with the Yale Student Investment Group (YSIG), I honed my research skills and acquired certain investment fundamentals. I worked alongside other students within the Energy & Mining, Consumers, and Macro groups, conducting both industry research and company analysis while demonstrating my ability collaborate in a professional group setting.

During my Northwestern Mutual internship experience, I gained valuable sales experience through cold-calling and face-to-face meetings and was fortunate to work with the Michigan Branch's Managing Director on a one-on-one basis. I met with established attorneys, business owners, and executives—developing ten new client relationships and generating over \$20,000 in commissions for the firm. At the end of my internship, I was complemented for my enthusiasm, interpersonal skills, and client-focused mindset.

My participation in top-level athletics and extracurricular activities demonstrates my ability to successfully balance my rigorous course load and athletic commitments in order to perform at the highest level academically, mentally, and physically. Last year, I earned a 3.64 while taking five classes, playing DI volleyball, and working two part-time student jobs. I believe that my track record also indicates my ability to handle pressure and to work well within a team.

I am eager to gain experience in sales and leadership and hone my skills further at Johnson & Johnson. I am confident that I could add value to your efforts and I would be delighted to be a part of your team. Thank you for your consideration.

Sincerely,
Student Athlete
(XXX) XXX-XXXX
xxx.xxxxx@yale.edu

Dear Hiring Manager,

As a current sophomore at Yale University majoring in economics, I am very interested in the possibility of interning in the 20XX Global Banking and Markets Sophomore Program at Bank of America Merrill Lynch, which I learned about through Leonard Thomas. I am extremely interested in pursuing a career in finance and specifically investment banking. I would value any opportunity to learn more about my newfound passion of finance and investing in the highest of capacities. Based on my background and experiences, I am confident that I will offer an extremely motivated and passionate personality, strong organizational skills, leadership as well as a dedicated listener and learner to the Sophomore Global Banking and Markets Program.

Last summer, I interned at the Office of the Secretary and Vice President for Student Life at Yale, where I worked under the Director of University Events. During my time there, I conducted many tasks, which included the research and creation of qualitative and quantitative data reports regarding the performance and feedback of several Yale University events. I also had the opportunity to assist in the creative process of planning, executing, and implementing a new campus-wide, student health initiative. Through this summer internship experience, I have further sharpened my analytical skills and demonstrated the ability to function well in a team atmosphere. I was given tasks that I had very little prior experience in, and was able to learn extremely quickly and execute my responsibilities with the highest degree of precision and excellence. In addition, as a member of the Yale varsity football team, I am constantly tested and placed into adverse situations that have forced me to grow and compete individually as well as part of a team. I have experienced the highest levels of competition, both on and off the field. My exceptional organizational and time management skills have allowed me to remain academically competitive at Yale, even with the heavy time commitment of up to over 30 hours a week dedicated to football.

Over the past year, my interest in the finance industry has ignited. I joined and am an active member of the inaugural Yale Football "4 For 40" Program which aims to teach financial and investment banking literacy through weekly meetings and bimonthly job shadowing visits to investment banks in the greater New York City area. Through my personal experiences visiting several different desks and banks, I've become extremely interested in finance and specifically global and domestic capital markets as well as sales and trading. After shadowing several traders, I have fallen in love with the atmosphere on the floor. The quick, high-pressure decisions, the loud and excited traders, experiencing big wins and (hopefully small) losses, all reminded me of my experiences on football field and the culture I've been surrounded with my entire life. I am also very attracted to capital markets. As an individual who thrives in situations that involve several components, the hybrid nature of capital markets, which allows analysts the opportunity to work directly with companies in strategizing their raising of capital as well as simultaneously having a hand in the markets, is exceptionally interesting and exciting to me.

The Bank of America Merrill Lynch Global Banking and Markets program is an incredible opportunity, that if offered a position, I am confident that I will thrive in the cooperative yet competitive atmosphere and provide an extremely positive contribution all while learning new skills and exploring my passion for global financial markets. Thank you for taking the time to consider my application and please let me know if there is any additional information that is needed.

Sincerely,
Student Athlete

September 15, 20XX

Dear Mr. XX:

I really enjoyed speaking with XXX at the Yale University Healthcare Consulting Networking Event on September 7th and learning more about Remedy Partners. After our conversation, I further researched Remedy Partners and I am enthusiastic about the prospect of contributing to the team. It was intriguing to hear about the different bundled payment projects you have worked on.

As a current senior at Yale University majoring in biomedical engineering with a particular interest in the business side of the healthcare industry, I write to apply for the Business Analyst position. I am drawn to Remedy Partners because I am extremely excited by the possibility to learn alongside the incredibly talented and knowledgeable professionals. I would like to be at Remedy because I want to work in a team environment in connection with a subject matter that I am passionate about. It is important to me to wake up every morning knowing that the work I am doing benefits others. While I am far too queasy to pursue a career that works hands on with patients, I am confident I can help with the work Remedy Partners is doing to bring solutions to patients. I am confident in my ability to contribute, as I am a hard worker who enjoys solving problems. I have relevant experience I can bring to the table as well as enthusiasm for business and the healthcare industries.

I have developed and honed skills through my previous internships that would carry over into the Business Analyst role at Remedy Partners. Two summers ago, I had the opportunity to intern with the business analytics group at Bed Bath and Beyond. I worked on customer demographic profile reports, control groups, team knowledge share presentations, and researched customer lifetime value. This past summer I was a client services intern at COTA (Cancer Outcomes Tracking Analysis). COTA is an oncology data analytics startup. Through this experience, I learned about the healthcare industry as a whole. Additionally, this was a continuation from my previous internship to strengthen my knowledge of business. Furthermore, I enriched my public speaking, organizational, writing, interpersonal, and research skills through my various projects that I have described on my resume.

At Yale I have grown as a leader and teammate through my commitment to the Yale Women's Varsity soccer team. I assume my role as a non-starter and exert as much effort as I possibly can on the field to continue to push my teammates. Moreover, I persistently work to fortify the team's dynamic off the field. I am a leader in my attitude, support, and work ethic. I believe this experience shows I know how to work on a team and understand that every person has their own unique role to make the team the best it can be.

I have cultivated this leadership and commitment in my involvement with Camp Kesem, a free, week-long, overnight camp run by Yale students for children who have/had a parent with cancer. I have been a part of two committees that have deepened my organizational and team-working capabilities. This year I am in charge of the volunteer committee, which chooses the counselors and trains them. Also, I was selected to lead the night at camp called Empowerment, which is the one night where kids can share their cancer stories if they choose to.

Through these various exposures, I believe I would fit in well in the Business Analyst position at Remedy Partners. This job would allow me to bring my skills to a company I hope to contribute to. I am a quick study and eager to learn. While I want to be in an environment where I can absorb as much as I can, I also want to contribute and help achieve the company's objectives. The opportunity at Remedy excites me and I believe I could make a meaningful impact to the team. Thank you for your consideration and I look forward to hearing from you to discuss my qualifications in greater detail.

Sincerely,

Student Athlete
XXX-XXX-XXXX
XX.XXXX@yale.edu

Dear Hiring Manager,

I am writing to apply for the Banking Summer Analyst position at Barclays. I am a junior at Yale University pursuing a double major in Environmental Studies and Economics. This course of study allows me to explore the ways in which the development and application of economic theory and mathematical skill may aid in solving some of the pressing environmental issues we currently face. I am drawn to Barclays for many reasons, not the least of which is the opportunity to apply the skills I've honed through my course work to a world -class business environment in a sector that fascinates me. I am impressed with the culture respect and professional excellence present at Barclays.

Through my work with the Yale Climate and Energy Institute, I have Developed a strong interest in energy, first as an Energy Fellow and now as an Undergraduate Co-Director. I am drawn to the complexity of the energy industry and the creativity and resiliency its leaders often exhibit. I feel I have the multidisciplinary academic and extracurricular background crucial to an understanding of the sector in its present form. Last year, as an Energy Fellow, I worked collaboratively on a variety of projects including the design of an undergraduate course and the construction of an internship database. Now, in my role as Undergraduate Co-Director, I am using my leadership and communication skills to further influence the direction of YCEI. I feel I can leverage these experiences in an internship at Barclays.

Nothing, however, has better prepared me for an environment as rigorous and collaborative as the one at Barclays than playing defenseman for Yale 's Varsity Men's Hockey Team, a role in which I thrive in a highly competitive, highly collaborative environment through both good and difficult times. Playing a Division I sport has taught me the value of tremendous dedication to the quality of my work, commitment to long-term goals, and the value of trust. I believe Barclays has a culture that shares these values and is a place where I can bring these skills and succeed.

I have been successful in balancing the demands that come with being a double major, a varsity athlete, an Undergraduate Co-Director of YCEI, and a Student Tech working for Yale Information Technology Services. I cannot think of a better way to apply my skills than with an internship at Barclays.

I look forward to the opportunity for an interview to discuss my qualifications and learn more about Barclays. Please let me know if you need any additional information. Thank you very much for your time and consideration.

Sincerely,
Student Athlete
Yale University 'XX
xx.xxx@yale.edu

Dear Hiring Manager,

I am a third year undergraduate student at Yale University majoring in Environmental Engineering and Global Affairs intending on graduating in May of 20XX. My post-graduate ambition is to establish a career in urban agriculture, sustainable development, and renewable energy techniques and practices. In addition, I hope to attend graduate school at the Yale School of Forestry & Environmental Studies, specifically focusing on participating in the Masters of Environmental Management or Masters of Environmental Science programs. Over the past three years, I have gained significant experience conducting research, developing designs for, and physically implementing urban agriculture systems at the Yale West Campus Farm. I wish to apply for the Sustainability Fellowship at the Food & Water Watch. Based on my background, experience, and skills, I am confident I will be a valuable addition to your organization.

My academic background has provided me with the unique opportunity to have both a conceptual and technical understanding of urban agriculture, sustainable development, and renewable energy practices. On the one hand, I have used the Global Affairs major to concentrate on the complexity and unintended consequences of designing, funding, and implementing agricultural systems worldwide specifically in times of warfare or post conflict. On the other hand, I have used the Environmental Engineering major to learn the technical and mechanical skills considered in creating such projects with a background in economics, physics, chemistry, and green design. Put simply, I have distinctly focused on becoming a versatile asset for any project managing position as an individual who can contribute to the entire life cycle and process of creating and implementing green engineering projects. The combination of work in both majors has given me experience in data collection and analysis with applications such as Stata and Excel.

My extracurricular life has especially prepared me for an opportunity as a Fellow for the Food & Water Watch. As a three-year varsity athlete on Yale's Soccer team, I am exceedingly prepared in handling the collaborative group work research requires. I flourished in a team environment, verified by me being awarded the Robert "Doc" Holliday Unsung Hero Award for my leadership qualities and unselfish devotion to my teammates. I also have the experience of interacting with volunteers on a professional and personal level. A large component of both farming positions as well as numerous volunteering efforts at various Yale Men's Soccer Identification Clinics have made me comfortable working with a group and teaching individuals in a positive, constructive manner. Although I have maintained a challenging course load and demanding extracurricular activities I have still maintained a cumulative GPA of 3.64.

Through my work with the Yale West Campus Farm these past two years, I have developed a passion for research. For the past two summers, I served as both a Yale Main Campus Lazarus Intern and the Yale West Campus Landscape Coordinator and Agriculture Researcher. In the first of these experiences, I learned conventional and organic in-ground farming techniques, crop management practices, and entrepreneurial and marketing techniques by selling our harvested crops at the Wooster Square Market. In the latter experience, I researched a variety of urban agriculture growing techniques used around the world as well as learned about sustainable design, life-cycle analysis, project development, and environmental management. In the summer of 20XX, I conducted an independent project aimed to research the usage of alternative energy water irrigation and recycling techniques in urban settings. This project has allowed me since this summer to earn the position of Student Farm Manager on the Yale West Campus Farm designing engineering projects to be implemented this coming spring. Examples of these projects include alternative refrigeration techniques without electricity include zeer pot systems, root cellars, and evaporative cooling rooms.

This fellowship position is an amazing opportunity and I am confident that if accepted, I will thrive and provide a positive contribution to the internship team. Thank you for taking the time to consider my interest in this program. Please let me know if any additional information is necessary to help you come to a decision.

Sincerely,

Student Athlete
(XXX) XXX-XXXX
XX.XXXX@yale.edu