

## First & Last Name

Newark, NJ | email@bc.edu | (109) 167-6349 | linkedin.com/name

October 23, 2019

Ms. First & Last Name, Hiring Manager  
Morgan Stanley  
1585 Broadway  
New York, NY 10036

Dear Ms. Last Name:

I am writing to apply for the Analyst position at Morgan Stanley. A career in finance has appealed to me for a number of years, but I am drawn particularly to Morgan Stanley after reading LGBTQ+ community member Name's experience of inclusion within the firm on the company blog. As a gay male, I find comfort in knowing that Morgan Stanley respects and appreciates the diversity of the LGBTQ+ community, and believe that your firm is the ideal place for me to apply my educational, professional, and extracurricular experience to the workforce.

My internship experience in the International Tax Services – Quantitative Solutions and Technology Market Team at PwC this past summer enhanced my abstract thinking and problem-solving ability. On a data analytics project for a client, I dissected and evaluated raw data to forecast trends in client inventory and determine how these trends would impact different locations and project types. Impressed with my work on the project, my supervisors afforded me the opportunity to take on assignments typical of full-time associates. My willingness and determination to learn about new industries and programs complement the strong quantitative and analytical skills I have developed through my management and accounting coursework, and will allow me to excel as an Analyst for Morgan Stanley.

Through four years of volunteering at the Campus School, a school for students with severe disabilities, I have developed strong communication and decision-making skills. Because the students at the Campus School are non-verbal, I must be more attentive in our interactions to best address their needs. This unique perspective has shaped my strong attention to detail, allowing me to understand and communicate complex ideas that clients need. The Campus School has also taught me how to thrive in fast-paced, collaborative environments, because when a child is in acute distress, I must act efficiently and responsibly alongside my team. These leadership skills are readily transferable to the Analyst position, where one must be prepared to successfully address any client situation presented.

Please find my resume attached, which I hope will give you more insight into my extracurricular and professional achievements. Thank you for your consideration, best of luck with your fall recruiting season, and I look forward to hearing from you.

Sincerely,  
First & Last Name

# First & Last Name

Chestnut Hill, MA | email@bc.edu | (314) 959-0605 | linkedin.com/name

September 20, 2019

Hiring Manager  
Cornerstone Research  
699 Boylston Street, 5<sup>th</sup> Floor  
Boston, MA 02116

Dear Hiring Manager,

I am thrilled to be applying for the Summer Analyst position at Cornerstone Research. After speaking with Name at your booth at the Boston College Career Fair about Cornerstone Research's commitment to assigning interns meaningful projects and high levels of professional responsibility, I am sure that this position is a perfect fit for me. My work experience and liberal arts education have shaped me into a candidate with strong communication, analysis, and problem-solving skills, which I hope to apply to Cornerstone Research's mission-driven environment.

As an intern this summer in Congressman Name's office, I crafted official letters and social media posts that required clear, concise, and genuine language, in addition to speaking with hundreds of constituents by email and telephone. These tasks taught me how to be thorough in gathering pertinent information and how to communicate respectfully and engagingly, which will allow me to navigate successful partnerships with clients at Cornerstone Research.

I have been fortunate to learn about economics and analysis from several amazing professors at Boston College. In my Econometric Methods class last year, I learned how to use STATA to analyze large data sets. I worked with a team to analyze World Bank Data, examining how various social factors in Tanzania affected the percent of income families spent on food. I am taking several high-intensity economics classes this year, and I am excited to learn even more about financial research and modeling with Cornerstone Research.

Lastly, my liberal arts education would make me a great addition to your team. As a member of the Morrissey College of Arts and Sciences Honors Program, I participate in weekly, four-hour seminars centered on classic texts of the western tradition. The philosophical concepts we discuss contribute to, as the Jesuits say, "the education of the whole person," and offer me a diverse selection of thought and approach to address different clients' needs.

Thank you again for the opportunity to apply for the Summer Analyst position. Cornerstone Research's insistence on interns' professional growth and development is very exciting to me. I hope to be able to work with you and make a substantial impact as a member of your team.

Sincerely,  
First & Last Name

**First & Last Name**

Los Angeles, CA | email@bc.edu | (818) 293-4749

September 25, 2019

Mr. First & Last Name, Hiring Manager  
WS Development  
33 Boylston Street  
Chestnut Hill, MA 02467

Dear Mr. Last Name:

After speaking with you at the Boston College Career Fair, I believe that WS Development's Core Associate program is the perfect opportunity for me to continue my professional development in the commercial real estate industry. My first-hand real estate experience and communication and teamwork skills make me a strong candidate who is eager to learn and exceed expectations within your company.

Last summer, I was competitively selected for the Commercial Real Estate Success Training (CREST) program. Through CREST, I was placed as a Retail Brokerage intern with CBRE, where I handled multiple projects simultaneously and worked on a diverse team. During my internship, I effectively researched on CoStar/Loopnet, produced retail reports, and created marketing portfolios, which refined my knowledge of the industry and my management and research skills. These experiences have prepared me for the Core Program because I embrace adaptability challenges and look forward to working with different teams and departments.

While working with CBRE, I joined brokers on client site tours and presented on the physical space, surrounding demographics, and other data that might be of interest. This interaction with clients and agents boosted my networking confidence. Additionally, creating a final presentation on the state of the retail industry and presenting it to 20 executives and the entire intern class proved my public speaking ability. Because WS Development emphasizes cultivating positive relationships, I believe that my enthusiasm for communicating in all forms would be a healthy asset for the company.

My real estate coursework has allowed me to work directly on development projects. In my Real Estate: Urban Action course, the semester was spent planning the revitalization of a local public housing development. I learned to set realistic goals to facilitate social mobility and identify indicators of tenant contentment. I am passionate about communities and the process of creating a healthy, inviting atmosphere, which is why WS Development's philosophy, "We are builders of places where people want to be," stands out to me. I enjoy the challenge of finding the right tenant mix, conducting market and resident research, and brainstorming ideas to create ideal developments to best benefit communities.

I look forward to a future meeting in order to demonstrate my enthusiasm for the rotational program and strong interest in learning and improving within the commercial real estate industry. Thank you for considering my application. Please feel free to reach me via phone (818-293-4749) or via email (email@bc.edu) if you have any additional questions.

Sincerely,  
First & Last Name