

Dear Mr. / Ms. XXX,

Currently, I am a master of Finance student at University of XXX. Recently I was introduced to ABC via its career website and was impressed with what I learned of [Your Culture / Working Environment / Bank-Specific Info.]. I am interested in pursuing a Private Equity internship position at your firm, and have enclosed my resume and background information below.

As a finance intern in XXX, an affiliate of Moody's Investors Service, I assisted the team of financial experts in the process of assigning credit ratings to various bonds and securitization transactions issued by a number of banks and corporates. I participated in macroeconomic analysis, industry research and analysis, financial statements spreading and ratio analysis, and cash flow modeling. Given my Engineering background combined with Finance experience, I have enhanced my analytical and problem solving skills. I believe that I am a particularly good fit for the internship position at your firm. I am impressed by your track record of Transactions at ABC and the significant responsibilities given to an intern in the private equity, and I look forward to joining and contributing to your ABC.

A copy of my resume is enclosed for your reference. I would welcome an opportunity to discuss my qualifications with you and learn more about ABC at your earliest convenience. I can be reached via email or phone both enlisted above.

Thank you very much for your time and consideration.

Sincerely,