

NAME  
Adresse  
999-999-999

**November 15, 2014**

**PE Firm**

Dear Sir or Madame,

I will save Boutique PE time and money. I will also help your firm generate extra revenue. I am a serial entrepreneur and an undergraduate finance student at Target University that wants to intern for you this summer. I guarantee I can convince you that having me as an intern can add value to your firm.

You should allow me the opportunity to work for you because I will be able to save your firm time by taking care of all the grunt work, for instance screening potential investments or preparing presentations for potential investors. I've already learned a lot of the key accounting and finance skills required to fulfill the role of an analyst, such as financial statement, LBO, DCF, M&A and comparable acquisition modeling. Thus, I can hit the ground running and start contributing immediately.

Moreover, I will be able to help generate extra funding. In effect, I am currently the owner and general manager of Deko Construction, a residential renovation company that I founded in my freshman year to help pay for my tuition. I successfully managed this business to grow the sales from 200 000\$ in its first year to 400 000\$ this year. This experience demonstrates my drive for performance and my ability to create revenue through efficient marketing and sales techniques, which could be applied to your firm in order to raise extra funds for the next buyout deal.

I have reinvested the profits generated from my company into multiple different privately owned corporations. These deals may not have achieved the front page of the *Wall Street Journal*, but have given me a general feel of the business and made me realize that I want work in private equity.

All things considered, I believe the balance between my diverse skill set acquired from my entrepreneurial experience and finance knowledge makes a perfect fit for private equity and I would like to offer my services as an intern for this summer. I also truly believe I can add extra value to your firm by helping saving time and increasing revenue. I will be contacting your firm to follow-up regarding my application within 10 days.

Sincerely,

Signature

Name

Enclosure: Resume