

June 2020

Company:
Name of position:
City

To Whom It May Concern:

My name is and I am interested in joining **Company** working within the **division**. I learned about your company and the **division** through **(networking)** and was impressed by **(recent deal, numerical citation of group performance, bank information)**.

Having looked into the firm and the position, I believe that I have the qualities necessary to succeed. These qualities are demonstrated by my academic and professional experiences:

- PwC
 - ✓ **Attention to detail:** When reviewing a client's financial statements before issuing an opinion to the public it is a crucial aspect. I increasingly improved this quality of not only my work, but also the people who were in my teams.
 - ✓ **Strong financial analysis skills:** The opportunity of working with different clients while studying [a Master's degree in Accounting and Auditing](#) help me understand the fundamental pillars of accounting. Additionally, preparing for the [CFA](#) exams allowed me to get a bigger picture of the different parts in the world of finance.
 - ✓ **Teamwork:** Being a team player is one of my priorities. The success of a project needs to take precedence to ensure its success. At times, this means focusing on being a contributor and an asset to those who are coordinating the group's efforts. However, I also embrace opportunities to lead.
- Tour Guide
 - ✓ **Communication skills:** I had to speak in front of more than 40 people in a different language. On top of that, I participate in the sessions of [Toastmasters International](#), a place to learn how to develop your communication skills in public.
 - ✓ **Proactive and problem solving:** In charge of designing new activities for weekend trips, at the same time I had to solve spontaneous and diverse problems.
- Extracurricular experience
 - ✓ **Prioritize task and workloads:** Able to tackle different activities at the same time during high-school and university.
 - ✓ **Eagerness to learn** I am always eager to learn anything new (Languages, communication and IT skills,..etc)

With my background and skills, I may be a good fit for the **insert position**. I came away impressed by your **(networking contact, company presentation, OCR event, [why you decided to apply])** and would look forward to an opportunity to help contribute to your company. A copy of my resume is enclosed, and I would enjoy the chance to discuss my qualifications with you and learn more about the position at your earliest convenience. Thank you for your time.

Sincerely,