

Student Name

5555 Home Street
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November 2, 2012

Employer Name
Address
Address

Dear Employer Name:

As a Bronx resident who supports the New York City Economic Development Corporation's mission to stimulate job growth through a bottom-up approach, I was excited to discover your job posting for a compliance intern. As an economics major at St. Lawrence University, I have developed the analytical, research and writing skills necessary to be a successful intern. I am eager to work for an organization that would give me the opportunity to make a difference in my local community and bolster cultural and economic development in New York City.

Most recently, an exciting and fulfilling internship at the New York City Conflicts of Interest Board provided me with a strong foundation in data analysis and ethics compliance. I performed a variety of tasks including drafting closing memoranda for several cases being handled by the Board's prosecutorial arm, the Enforcement Unit. By working with enforcement attorneys, I gained experience reviewing case files, identifying pertinent facts, and comparing those facts to relevant Board precedent. Additionally, as part of a team, I proofread over two hundred Advisory Opinions. These are legal documents that express the view of the Board concerning new questions or novel issues, and they are intended to provide sound and helpful advice to public servants regarding unprecedented situations.

My undergraduate experiences have given me the skills and know-how to be successful in this internship. As part of my corporate finance class, I developed and presented a research project in which I analyzed the data pertaining to the 2011 Wendy's and Arby's corporate merger. I have also participated in the university's Collegiate Science and Technology Entry Program (CSTEP) which has enabled me to explore my career options and hone my writing, analytic, and research skills in anticipation of a professional career. I believe that my experiences speak to my abilities as an excellent collaborator and demonstrate that I am flexible, self-motivated, accountable, and computer savvy, all of which would be an asset to your office.

Thank you for your time and consideration. I look forward to the opportunity to discuss this position with you further. I can be contacted via email: email@stlawu.edu or by phone: (555) 555-5555.

Sincerely,

Student Name
Enclosure