

Daniel Su

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[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear Hiring Manager:

I am writing to express my interest in the **BLANK** position. My combination of internship experience, programming skills, and business knowledge combine to make me a perfect match for this position. I would like to be able to continue and expand my skill set, and by contributing to your organization I will be able to do just that. I noticed one of the requirements for this position is the ability to **BLANK**. I believe the abilities I've developed through my past employers will allow me to excel at these tasks, and I look forward to challenging myself and taking on additional responsibilities.

I am in the process of earning a B.S. in Mathematics from the University of Illinois at Urbana-Champaign in Champaign, Illinois. In addition to my coursework, I also enjoy programming and competing in academic challenges in my spare time. I am proficient in C++ and plan on learning additional languages in the future. Besides programming languages, I am fluent in Mandarin and English. I also enjoy working with others and contributing to groups, which is why I hold the sports chair in the local chapter of the Phi Kappa Sigma fraternity.

As of today, I have completed two internships abroad in China. My latest internship experience took place at East West Bank where I worked as a credit management intern. Despite being new to the company, I had several responsibilities and managed around 2000 accounts worth over \$20 million. My main role with this company was to develop credit history studies by compiling information from customers and then comparing that information to industry and company statistics. My other internship took place at the People's Bank of China where I worked as a financial analyst. There I conducted quantitative analysis of financial documents and helped to create more accurate financial statements. I was also responsible for putting together data presentations in which I reported my findings. Both of these internships were satisfying for me as I felt like I was truly improving the day-to-day practices of these businesses and contributing to their overall success.

My resume is enclosed. If you would like to speak with me in the meantime, I can be reached at +1 217-607-6859. I look forward to setting up a meeting and speaking with you about this position.

Sincerely,

Daniel Su

Enclosure: Resume