

December 15, 2014

Thomas T. Smith
Director of Recruiting
XYZ Company, Inc.
123 Wall Avenue
Los Angeles, CA 90089

Dear Mr. Smith:

Paragraph 1 – Objective: Clearly identify the position to which you are applying. You should include: (a) the title of the position for which you are applying; (b) who referred you (if applicable); (c) how you found out about position; and (d) in a sentence or two, describe why you are a good fit for this position.

Paragraph 2 & 3 – Objective: Generate interest by identifying specific skills/abilities/experiences that relate specifically to the position you are applying to. Print out the job description and highlight key words. Use these paragraphs to connect the dots between the position details/requirements and your experiences, incorporating some of the key words from the job description. Display in-depth knowledge of the company and/or industry in a non-ingratiating manner. You should include some or all of the following:

1. Summarize your skills/abilities/experiences that match the specific requirements of the job. Do not copy statements directly from resume.
2. Your *Value Proposition*; your accomplishments as Action/Result statements.
3. Specific industry experience that matches the interests of the employer.
4. Specific, well researched, and thought out reasons for your interest in the company and/or industry (this can be a paragraph unto itself if well researched and well written). But, do NOT “flatter” the company with statements such as “I would love to work for the firm with the world’s most brilliant strategic minds.” (quote taken from an actual cover letter).

Paragraph 4 – Objective: Succinct close with a call to action. You should include: (a) request an opportunity to discuss your qualifications and interests in more detail (b) relist your contact information for them to contact you (c) thank them for their time and attention.

Sincerely,

Tammy Trojan

Tammy S. Trojan
B.S. in Business Administration
USC Marshall School of Business

Tammy S. Trojan

5555 Motor Avenue, Los Angeles, CA 90055 • (310) 555-5555 • student@usc.edu

EDUCATION

University of Southern California, Marshall School of Business Los Angeles, CA
Bachelor of Science in Business Administration, Concentration in Finance May 2015
Minor in International Relations GPA: 3.75
Relevant Coursework: Financial Analysis and Valuation, Financial Derivatives, Investments, Financial Reporting and Analysis, Financial Accounting, Business Communication, Global Strategy
Honors: Dean's List, President's Scholarship

Fudan University Shanghai, China
USC Marshall International Exchange Program participant Spring 2014

EXPERIENCE

ABC Company, Inc. San Francisco, CA
Financial Planning & Analysis Intern Summer 2014

- Evaluated monthly financial performance to plan for orders, sales, earnings, and cash flow.
- Utilized Excel analytics and pivot tables to determine variance analyses and risk assessments.
- Developed Estimate At Completion for company labor and material contracts.
- Executed and distributed monthly Earned Value Management (EVM) reports to control accounts.

DEFG Company, Inc. Los Angeles, CA
Credit Risk Management & Advisory Summer Analyst Summer 2013

- Developed sensitivity analysis for projected free cash flows of a casino company to determine the likelihood of a default given probable future operating performance.
- Authored comprehensive credit reviews for numerous gaming and lodging companies, REITs, and real estate private equity funds, including intensive reviews for two major casino resort companies.
- Wrote credit sections for structured finance deals, including an acquisition transaction.

HIJK Company, Inc. Los Angeles, CA
Private Wealth Management Intern January – May 2013

- Analyzed trade ideas and pitched stock picks to managing director and associates.
- Researched asset class allocation and performance of endowments to include in client presentations.
- Developed and managed Excel database of over 500 high net worth individuals for business development.
- Designed and implemented performance measurement databases, training materials, and bonus structures.

LEADERSHIP & INVOLVEMENT

Trojan Investing Society Fall 2013 – Present
Writer and Member

- *Trojan Investing Newsletter:* Authored solar industry analysis as well as related stock pick analysis (GT Advanced Technologies), published in the Fall 2013 Newsletter (November 2013).
- *Investment Banking Mentorship Program:* Built necessary skills and competencies by working one-on-one with student mentor experienced in the field of investment banking.

USC Marshall Learning About International Commerce Spring 2013
Student Participant

- Accepted into semester-long academic program to learn about international business and economies.
- Traveled with USC delegation on a ten day business trip to Sydney, Australia to tour companies and meet with executives at Apple, Alcoa, Brown-Forman, KPMG, Westfield Group, Compushare, and more.

Marshall Business Student Government, Active Member Spring 2013 – Present
USC Alpha Kappa Psi, Active Member Fall 2012 – Present
USC Intermural Cross Country Team, Member Fall 2012 – Present

SKILLS & INTERESTS

Languages: Fluent in English and Chinese (Mandarin)
Computer Skills: Microsoft Office, Adobe Photoshop, Capital IQ, Thompson One, Social Media, Basic HTML
Interests: Trojan Athletics, baking, international travel, marathon running, reading, and budget road tripping