

# Investment Banking Analyst Cover Letter

1325 Usha Corners East Azaleeton, MD 21750

**Dear Sutton Zieme,**

Please consider me for the investment banking analyst opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for operational support to corporate administrative functions: Accounting/Finance, Human Resources, Legal, Information Technology, etc.

Please consider my qualifications and experience:

- Strong teamwork skills in a small local setting, across different geographic locations
- Cumulative GPA of 3.5 or above preferred
- First Class communications and presentation skills
- Investment Banking experience at a top-tier firm
- Interest/experience in Media and Communications
- Previous experience including financial or credit analysis is preferred
- Fluency (written and spoken) in an Asian language (Mandarin preferred) and English
- Proficiency in Microsoft Suite (Excel, PowerPoint, Word)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Riley Abbott