

2301 Vanderbilt Place
VU Station B #XXXX
Nashville, TN 37235

February 25, 2009

Mrs. Q. Employer
Vice President
J.P. Morgan
60 Wall Street
New York City, NY 10260

Dear Mrs. Q. Employer,

Please accept my attached resume for consideration for your Asset Management Summer Analyst position. My interest in J.P. Morgan has grown after attending two of your information sessions on the Vanderbilt Campus and getting to speak with Joe Dore, an Associate in J.P. Morgan's Atlanta office. I am impressed with the firm's emphasis on building and training a strong team of world citizens and glad to see how these fit with my own values. The Asset Management division's recent creation of podcasts that aim to help businesses navigate the current financial difficulties is a great way for banks to provide support and educate their clients, and this is the type of project which I would be glad to play a part.

My interest in finance developed during my internship last summer with SunTrust Robinson Humphrey's Corporate and Investment Banking Group. At SunTrust, I increased my knowledge of various securities by using different investment databases, including Bloomberg, to prepare pitch books used by the Vice President with 11 separate clients. Due to my success with this, I was allowed to play a part in presenting to a client. This experience has given me a desire to spend more time working with individuals and businesses regarding their investments. My coursework at Vanderbilt in Managerial Studies and Human & Organizational Development has prepared me for working in a results-oriented, team-centered environment like J.P. Morgan.

I look forward to the opportunity to speak with you further about your Asset Management Summer Analyst. In addition to applying here, I have also applied at your company website (xx@jpmorgan.com), but if you have any other information that would be of help to you as you review my candidacy, please contact me at 615-555-5555 or at jane.intern@vanderbilt.edu. Thank you for your time and consideration.

Sincerely,

Jane Q. Intern

Attachment: Resume

JANE Q. INTERN

E-mail: jane.intern@vanderbilt.edu

Current Address: VU Station B #XXX, 2301 Vanderbilt Place, Nashville, TN 37235

Home Address: 745 Main Street, Scranton, NJ 00101

Home: 608-555-5555 Mobile: 609-555-5555

OBJECTIVE – To secure an Asset Management Summer Analyst with J.P. Morgan.

EDUCATION

VANDERBILT UNIVERSITY

NASHVILLE, TN

Bachelor of Arts in Human & Organizational Development, May 2010

Minor in Managerial Studies – Corporate Strategy

Current GPA: 3.72/4.00

UNIVERSITÉ DE LYON

LYON, FRANCE

Spring semester 2008, Intensive French Language and International Economics studies

WORK EXPERIENCE

SUNTRUST ROBINSON HUMPHREY'S CORPORATE AND INVESTMENT BANKING GROUP

SUMMER 2008

Corporate Banking Intern – Atlanta, GA

- Supervised a team of 4 interns in analyzing over 600 client accounts which led to a new process for compliance data documentation and to a 10% improvement in account compliance
- Created pitch books used with 11 different clients, eventually leading to sales of \$2.3 million dollars
- Placed 3rd in a national intern team investment competition using valuation and risk management strategies
- Gained proficiency with Bloomberg professional planning software to project potential scenarios and map out optimal strategies based on client's specific portfolio and business aims

VANDERBILT HEART – VANDERBILT MEDICAL CENTER

FALL 2008-PRESENT

Research & Technology Intern – Nashville, TN

- Aided in implementing a paperless office system using Epc software, generating direct savings of \$8,000
- Developed a system for scanning, logging, and organizing patient medical charts using the new online system
- Used an online database to compile research on viruses used by principal investigator in conference presentations

VANDERBILT UNIVERSITY LEARNING CENTER

FALL 2007- SPRING 2008

- Tutored college freshman and sophomores in Accounting and Calculus
- Supervised group study halls of 15 students to facilitate peer-to-peer learning

RELEVANT COURSEWORK

Accounting

Corporate Finance

Leadership, Theory, and Practice

Second Year Accelerated Calculus

Creativity and Entrepreneurship

Small Group Behavior

ACADEMIC HONORS & ACTIVITIES

- Alternative Spring Break Site Leader (Huntsville, AL) Spring 2009
- Vanderbilt Dean's List Fall 2008-Present
- AKPsi Business Fraternity Pledge Class President Fall 2008
- Member Gamma Beta Phi Honor Society Spring 2006
- Eagle Scout Award Summer 2005

SKILLS & INTERESTS

FINANCIAL: Portfolio management, business valuations, comparable companies analysis

COMPUTER: Comprehensive knowledge of Access, Excel, Bloomberg, and Adobe Professional

INTERESTS: Soccer, French language (intermediate conversational), travel, and playing jazz music