

Peter Smith

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Susan Crystal
HR Manager
General Electric
3200 West 29th Street
New York, NY, 10023
(212) 344-4352
susan.crystal@ge.com

RE: Job ID #3245

Dear Mrs. Crystal:

I recently graduated with a B.A. in Business Administration from Texas State University. I am extremely interested in the Entry Level Financial Analyst position advertised in the Texas Times. I realize it takes hard work and proven dedication to move up within a firm. Through my coursework and professional work experience, I have obtained a realistic view of what it takes to excel as a Financial Analyst. I am willing to start at the beginning and prove my skills and dedication along the way. My qualifications include the following:

- Experience analyzing financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions.
- Experience monitoring fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.

I look forward to the opportunity to meet with you to discuss how I might become a beneficial member of your team as a Financial Analyst. I will call to follow up with you next week. In the meantime, I can be reached at (212) 456-1414 or via email at peter.smith@gmail.com. Thank you for your time and consideration.

Sincerely,

Peter Smith

Enclosure: Resume