July 5, 2008

Beau Henderson

Director, Undergraduate Internships

BC Marx

270 Park Ave.

New York, NY 90782

Dear Mr. Henderson:

I am interested in conversing with you regarding a Summer Analyst position with BC Marx. Both my employment experience and my classes in finance have equipped me with the necessary skills and knowledge to make a significant contribution to your organization.

As undergraduate at the University of New York, I have acquired a great deal of academic preparation that will aid in adding to your firm’s success. In addition to my finance courses, I have gained expertise in handling balance sheets, income statements and working capital management. With a significantly small amount of training, I will be able to function competently as a part of your team.

My strengths include my thorough understanding of the principles governing accounting and finance, as well as my perseverance and good communication skills. I have a list of employers who can attest to my motivation, loyalty, and trustworthiness. I am computer literate and I have excellent time-management skills. I believe that with these qualities, I will be an asset to your organization.

I am eager to arrange a meeting with you and I shall communicate with you soon to arrange for an interview. Please feel free to contact me by phone at 9295-477-6356.

Sincerely,

Rich Peterson