



Cover Letter Template

Elon Phoenix
XXXX Campus Box
Elon, NC 27244

You can brand your letter by using the same format as your resume heading

Month Day, 20XX

Date you submit the application

Wylie Southern
Senior Financial Advisor
UBS Financial Services, Inc.
3200 Northline Avenue, Suite 100
Greensboro, NC 27408

Optional

Optional: Tell how you learned of the opportunity

Dear Mr. Southern:

Personalize the letter when possible

Reference role and employer

I am excited to apply for the Financial Advisor Internship position with UBS Financial Services, Inc. that I found on the Elon Job Network. My skills with Excel, communication, and organization align well with the requirements of your internship. I am eager to utilize my academic knowledge and apply my previous work experiences to this opportunity. I would like to contribute to UBS Financial Services continued success, and I am intent on learning from UBS Financial Advisors and interacting with clients.

Discuss your motivation

As a Financial Analyst Intern with Wells Fargo last summer, my main task was to collect, monitor, and study the data from our clients and then recommend a new plan of action for management. I worked intensively with a team of six fellow interns troubleshooting and entering and verifying data for our clients. Additionally, I was required to attend three workshops in which I received training to use the proper, up-to-date technology at Wells Fargo, learned how to deal with a variety of financial situations from different clients, and became more familiar with the stock market.

Connect experience back to employer

My leadership experiences at Elon University have helped me to develop several professional skills. During the fall semester of 20XX, I became highly involved in the Beta Alpha Psi finance and accounting fraternity where I developed my communication skills while working with faculty members, staff, and my peers. This semester I worked on the event planning committee to help bring four alumni professionals to campus by researching and contacting potential leads, co-managing event logistics, and working with the speakers to ensure a productive campus visit for all. More specifically, we had the largest attendance of BAP members in the room compared to years prior! All members were well prepared for the event and asked reflective and thoughtful questions to the panelists.

Quantify Achievements

Show enthusiasm

I am excited about the prospect of becoming a part of the UBS Financial Services team and learning from experienced professionals in the field. I would appreciate the opportunity to interview and share more about my experiences while learning more about this role. Thank you for considering my application, please contact me at your email or (xxx) xxx-xxxx.

Sincerely,

End with appreciation

Add your scanned signature

Elon Phoenix