Example #1

Dear Cynthia Walters,

As a rising junior at the University of Rochester, double majoring in Economics and Computer Science, I am particularly interested in pursuing a career in corporate finance. While reading through your Meliora Collective profile, I was excited to find an alumnus pursuing a professional path I too intend to follow. As such, I am hoping to connect with you and gain your insights so that I can successfully navigate my internship search process for summer 20XX.

This past summer, I performed financial analysis on company financial statements, utilized data mining techniques and created data visualization models. Complementing this experience is my ability to think analytically and take initiative to find the best possible solutions. This background, coupled with my strong communications and teamwork strengths, will make me a strong summer financial analyst candidate.

Having said that, I would be grateful if you could spare 10-15 minutes from your busy schedule to connect virtually with me. Please let me know what days/times this week or next week work best for you. Please find a copy of my updated resume attached for your reference.

Thanks in advance.

Rochester Student