



Graduate Arts & Sciences Career Services
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SAMPLE COVER LETTER: FINANCE

GSAS Career Services note: This PhD applicant does not focus on his academic work but rather on his transferable skills and fit with the company. His letter is brief and to the point, and it captures the culture of the industry.

Leading Investment Banking Firm
1 Wall Street
New York, NY 10012

Dear Mr. Miller:

I wish to apply for the position of quantitative analyst with Leading Investment Banking Firm. With a Ph.D. in My Field from Great University, research experience at the University of Virginia and the University of Super State at Super City, I have a solid background in mathematical and numerical computation methods, and a demonstrated drive to work hard and achieve success. Your position fits very well with my qualifications, experience, and career interests.

By virtue of my refined mathematical skills as well as my ability to work under pressure and to lead, I am an ideal candidate for the quantitative analyst position. I am a motivated self-starter who thrives on solving problems independently and in teams. I enjoy a fast-paced working environment focused on outcomes. I have demonstrated originality, speed of performance, and adroitness in solving highly complex problems. I have a strong background in finance-related mathematics from stochastic differential equations to probability and statistics theories. Currently I am in the process of consolidating my understanding of such financial instruments as futures, options, and other derivatives.

I am strongly interested in working for Leading Investment Banking Firm for a number of reasons, most notably for its stimulating corporate culture, for its record of success, its reputation as a trailblazer in the investment banking industry, and the opportunities it offers to highly motivated candidates who desire to make solid contributions and move forward with the company. The position of quantitative analyst/associate is best suited to people such as myself with a rigorous academic background, a drive to learn, a high level of analytical skill and the ability to work in a team environment.

Thank you for your interest. I would be delighted to have the opportunity to discuss the contributions I can make to your team. Please let me know if I can provide any additional information. You can reach me by email at jb@virginia.edu and by phone at (123) 456-7890.

I look forward to hearing from you.

Yours sincerely,

James Brown