

Carrie E. Fischer
100 Opus Hall
Saint Mary's College
Notre Dame, IN 46556

January 28, 2012

Ms. Marlene McKasberg
Merrill Lynch & Company
Investment Banking Group
5500 Sears Tower
Chicago, IL 60606

Dear Ms. McKasberg:

I am seeking a position as a Financial Analyst with Merrill Lynch & Company's Chicago Industrial Corporate Finance Group and have enclosed my résumé for your review. This position offers everything I am looking for in a first job, including the opportunity to gain exposure to investment banking at a large, well-respected corporation. I won't waste time discussing details of the job since you are well aware of them but I would like to share with you something you will find more interesting: what I can offer Merrill Lynch.

I feel I would be a valuable addition to the Merrill Lynch team. During my academic career, I have striven for excellence in all areas. Through my economic coursework and related classes at Saint Mary's College, I have developed strong quantitative and analytic capabilities as well as written and verbal abilities. Through my summer internships at Detroit Diesel Corporation, I learned to apply these skills in financial and business settings. I also acquired some new skills, including proficiency with Excel as well as an introduction to financial reporting and accounting. I have also been involved in extracurricular activities, both as a leader and as a member of a team or committee. Through campus organizations and volunteer work, I have tried to do my part to make Saint Mary's College and the surrounding community better places to live and work. I can offer Merrill Lynch these skills as well as my dedication, motivation, and desire to learn new skills.

I would like the opportunity to meet with you and share more about my qualifications and the ways in which I can contribute to the Merrill Lynch team. You can reach me at cfisch01@saintmarys.edu or (574) 123-4567. If I do not hear from you, I will contact you in mid-February to inquire about scheduling an interview. Thank you for your time and consideration.

Sincerely,

Carrie Fischer