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# Sample Cover Letter - Entry Level Finance Position

By [Alison Doyle](#), About.com Guide

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## Sample Cover Letter - Entry Level Finance Position

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During my college internships, I dealt with a variety of budgets and conducted market research while handling numerous administrative duties. The experience allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I have enclosed my resume for your review. Thank you for your time and consideration.

It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

*Your Signature*

Your Typed Name

=====

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### Email

### Employer Contact Information

Name  
Title  
Company  
Address  
City, State, Zip Code

Date

Dear Mr./Ms. LastName,

I am very interested in the entry-level position that is available at ABC Investment Partners. I recently graduated from XYZ University College and am actively seeking employment with firms in the San Francisco area. My courses in investments, finance and business have given me a solid base upon which I plan to build to build my career.


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