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## Motivational letter for scholarship sample pdf free pdf file format

What's the best way to write a letter to apply for a job? Your letter should detail your specific qualifications for the position and the skills you would bring to the employer. Your job application letter is an opportunity to highlight your most relevant qualifications and experiences. An effective cover letter will enhance your application and increase your chances of landing an interview. Unless an employer specifically requests a job application letter sent by postal mail, today most cover letters are sent by email or attached as a file in an online application tracking system. A letter of application, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are a qualified candidate for the job. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills. Your application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up. As with all cover letters, a job application letter is divided into sections: The heading, which includes your name and contact information. A greeting addressed to a specific person, if possible. The introduction, which should include why the applicant is writing. The body, which discusses your relevant qualifications. The close, which thanks the reader and provides contact information and follow-up details. Your signature to end the letter. Here's an overview of what to include in a cover letter for a job application. A cover letter can either help or harm you. To ensure that your application supports rather than detracts from your resume, follow these tips: Get off to a direct start: In your first paragraph, explain why you are writing. Mention the job title and company name, and also where you came across the job listing. While you can also briefly mention why you are a strong candidate, this section should be short and to-the-point. Offer something different than what's in your resume: You can make your language a bit more personal than in your resume bullet points, and you can tell a narrative about your work experience and career. It's rare to send an application letter without also sending a resume. Your application letter, therefore, should highlight information that your resume doesn't. Make a good case: Your first goal with this letter is to progress to the next step: an interview. Your overarching goal, of course, is to get a job offer. Use your application letter to further both of these causes. Offer details about your experience and background that show why you are a good candidate. How have other jobs prepared you for the position? What would you bring to the position, and to the company? Use this space to emphasize your strengths. Close with all the important details. Include a thank you at the end of your letter. You can also share your contact information. If you'd like, mention how you will follow up. This is a sample cover letter. Download the cover letter template (compatible with Google Docs and Word Online) or see below for an email sample, and more examples of interview winning cover letters. @ The Balance 2020 John Donaldson8 Sue CircleSmithtown, CA 08067909-555-5555john.donaldson@mailexample.comAugust 15, 2020George GilhooleyTimes Union87 Delaware RoadHatfield, CA 08065Dear Mr. Gilhooley,I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume, and three references.The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include: having successfully designed, developed, and supported live-use applications.I strive continually for excellence.I provide exceptional contributions to customer service for all customers.With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.I can be reached anytime via email at john.donaldson@mailexample.com or by cell phone, 909-555-5555.Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.Sincerely,John Donaldson (signature hard copy letter)John Donaldson The following is a sample email cover letter to send as part of a job application. Subject: Colleen Warren - Web Content Manager PositionDear Hiring Manager,I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector and I am confident that my business experience will be an asset to your organization.My responsibilities have included the development and management of: website editorial voice and style; editorial calendars; and the daily content programming and production for various websites.I have worked closely with healthcare professionals and medical editors to help them to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements. I am confident working with development departments to implement design and functional enhancements, and to monitor site statistics and conduct search engine optimization.Thank you for your consideration.Colleen Warrencolleen.warren@noemail.com555-123-1234www.linkedin.com/colleenwarren If sending your cover letter via email, list your name and the job title you are applying for in the subject line of the email. Include your contact information in your email signature but don't list the employer's contact information. Skip the date and start your email message with the salutation. Here's an example of a formatted email cover letter. Follow these guidelines on how to get started writing a job application letter, including more details on what information to put in and what to leave out, how to select an appropriate font size and style, and guidance on letter spacing and formatting. Review more professionally written cover letter examples for a variety of occupations and jobs. A long time ago I said that we would never post a cover letter template here- I was tempted to post a Word template, but I don't want 5,000 daily visitors to copy it and to start using the same exact cover letter. But hey, we already have resume templates that everyone is using, so why not go a step further and give you a cover letter template as well?Plus, "investment banking cover letter" is one of the top 10 search terms visitors use to find this site - so you must be looking for a template.The Template & TutorialLet's jump right in:And here's the video that explains everything:For more free training and financial modeling videos, subscribe to our YouTube channel.)And if you'd rather read, here's the text version:At bulge bracket banks, people barely read cover letters.Cover letters matter 10x less than resumes and 100x less than networking.But there are a few special cases where they're more important:Boutiques and Local Banks - Sometimes they actually read cover letters.Unusual Backgrounds - If you're NOT in university or business school at the moment, you may need to explain yourself in more detail.Outside the US - In Europe, for example, some banks pay more attention to cover letters, online applications, and so on.Similar to grades and test scores, a great cover letter won't set you apart but a poor one will hurt you - so let's find out how to avoid that.Keep your cover letter compact and avoid 0.1" margins and size 8 font.With resumes you can get away with shrinking the font sizes and margins if you really need to fit in extra information, but this is questionable with cover letters.Go for 0.75" or 1" margins and at least size 10 font.With resumes there were a couple different templates depending on your level - but with cover letters that's not necessary and you can use the same template no matter your background.Ok, maybe they do things differently in Australia (just like with resumes) but aside from that there is no reason to write a multi-page cover letter.If you actually have enough experience to warrant multiple pages, do it on your resume instead and keep the cover letter brief.List your own information - name, address, phone number, and email address - right-aligned up at the top.Then, below that you list the date and the name and contact information for the person you're writing to, left-aligned on the page.If you don't have this information you can just list the company name and address and use a "Dear Sir or Madam" greeting.That's not ideal - especially if you're applying to smaller firms where cover letters actually get read - but it's all you can do if you can't find a person's name.If you're sending the cover letter via email as the body of the email, you can omit all this information and just include the greeting at the top.This is where you explain who you are, where you're currently working or studying, and how you found the bank that you're applying to.Name-drop as much as possible:Impressive-sounding university or business school? Mention it. Even if it's not well-known, you still need to mention it here.Your company name, especially if it's recognizable, and the group you're working in, especially if it's something relevant to finance like business development.How you found them - specific peoples' names, specific presentations or information sessions where you met them, and so on.The position you're applying for (Analyst? Associate?) - especially for smaller places that are not well-organized.This first paragraph is all about grabbing their attention.Example 1st Paragraph:"My name is John Smith and I am currently a 3rd year economics major at UCLA. I recently met Fred Jackson from the M&A group at Goldman Stanley during a presentation at our school last week, and was impressed with what I learned of your culture and recent deal flow. I am interested in pursuing an investment banking summer analyst position at your firm, and have enclosed my resume and background information below."You go through your most relevant experience and how the skills you gained will make you a good banker right here.Do not list all 12 internships or all 5 full-time jobs you've had - focus on the most relevant 1-2, once again name-dropping where appropriate (bulge bracket banks / large PE firms / Fortune 500 companies).Highlight the usual skills that bankers want to see - teamwork, leadership, analytical ability, financial modeling and so on.If you worked on a high-impact project / deal / client, you can point that out and list the results as well.This may be your longest paragraph, but you still don't want to write War and Peace - keep it to 3-4 sentences.Example 2nd Paragraph:"I have previously completed internships in accounting at PricewaterhouseCoopers and in wealth management at UBS. Through this experience working directly with clients, analyzing financial statements, and making investment recommendations, I have developed leadership and analytical skills and honed my knowledge of accounting and finance. I also had the opportunity to work with a \$20M net-worth client at UBS and completely revamped his portfolio, resulting in a 20% return last year."Now you turn around and link your experience and skills to the position more directly and explain that leadership + quantitative skills + accounting/finance knowledge = success.There is not much to this part - just copy the template and fill in the blanks.Example 3rd Paragraph:"Given my background in accounting and wealth management and my leadership and analytical skills, I am a particularly good fit for the investment banking summer analyst position at your firm. I am impressed by your track record of clients and transactions at Goldman Stanley and the significant responsibilities given to analysts, and I look forward to joining and contributing to your firm."This part's even easier: remind them that your resume is enclosed (or attached if sent via email), thank them for their time, and give your contact information once again so they don't have to scroll to the top to get it.Example 4th Paragraph:"A copy of my resume is enclosed for your reference. I would welcome an opportunity to discuss my qualifications with you and learn more about Goldman Stanley at your earliest convenience. I can be reached at 310-555-1234 or via email at johnsmith@fake.com. Thank you very much for your time and consideration."These examples cover how to apply to a bank if you're in university, business school, or you've been working for several years.If you have a more unusual background (e.g. you went to med school, graduated, started your residency, but then decided you wanted to be an investment banker), then you might need to add a few sentences to paragraph #2 or #3 explaining yourself.Resist the urge to write your life story because no one will read it - interviews are a much better venue to prove how committed you are.If you're emailing your cover letter and resume, do you create a separate cover letter attachment?Or do you make the body of your email the cover letter?I think it's redundant to create a separate cover letter and attach it, so don't bother unless they ask specifically for a separate cover letter.If you're making the body of your email the cover letter, make it even shorter (4-5 sentences total) and cut out the address bits at the top.If you're applying online and it says "Optional Cover Letter" should you still upload one?You might as well because it takes 2 minutes once you have a good template - it's not the end of the world if you don't include one, but you never know what everyone else is doing and it's not terribly time-consuming.Remember the role of cover letters: great ones don't help much, but poor ones get you dinged.The biggest mistakes with cover letters:Making outrageous claims ("I'm a math genius!") or trying to be "creative" with colors, pictures, fonts, and so on.Going on for too long - 10 paragraphs or multiple pages.Listing irrelevant information like your favorite ice cream, your favorite quotes from Wall Street or Boiler Room, and so on.If you think this sounds ridiculous, remember the golden rule: do not overestimate the competition.For every person reading this site, there are dozens more asking, "What it's like to be an investment banker?" at information sessions.Sometimes you hear stories of people who write "impassioned" cover letters, win the attention of a boutique, and get in like that.....And I'm sure that happens, but you do not want to do that at large banks.If you do, your cover letter will be forwarded to the entire world and your "career" will be destroyed in 5 minutes.As with resumes, there are hardly any good examples of investment banking cover letters online.Most of the templates are horribly formatted and are more appropriate for equities in Dallas than real investment banking.Here's a slightly different but also good templates you could use:Best Cover Letters - MBA TemplateMore questions? Ask away.We will take your existing resume and transform it into a resume that grabs the attention of finance industry professionals and presents you and your experience in the best possible light.When we're done, your resume will grab bankers by the lapels and not let them go until they've given you an interview.Specifically, here's what you'll get:Detailed, line-by-line editing of your resume/CV - Everything that needs to be changed will be changed. No detail is ignored.Your experience will be "bankified" regardless of whether you've been a student, a researcher, a marketer, a financier, a lawyer, an accountant, or anything else.Optimal structuring - You'll learn where everything from Education to Work Experience to Activities should go. Regional badminton champion? Stamp collector? You'll find out where those should go, too.The 3-point structure to use for all your "Work Experience" entries: simple, but highly effective at getting the attention of bankers.How to spin non-finance experience into sounding like you've been investing your own portfolio since age 12.How to make business-related experience, such as consulting, law, and accounting, sounds like "deal work."How to avoid the fatal resume mistake that gets you automatically rejected. Nothing hurts more than making a simple oversight that gets you an immediate "ding".We only work with a limited number of clients each month. In fact, we purposely turn down potential clients in cases where we cannot add much value. We prefer quality over quantity, and we always want to ensure that we can work well together first.FIND OUT MORE Brian DeChesare is the Founder of Mergers & Inquisitions and Breaking Into Wall Street. In his spare time, he enjoys memorizing obscure Excel functions, editing resumes, obsessing over TV shows, traveling like a drug dealer, and defeating Sauron.Break Into Investment BankingFree Exclusive Report: 57-page guide with the action plan you need to break into investment banking - how to tell your story, network, craft a winning resume, and dominate your interviews





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