

May 4, 2008

Lawrence Finance  
Finance Department  
General Mills Corporation  
Minneapolis, MN 55426

Dear Mr. Finance,

I am writing to express my strong interest in the Financial Analyst position. I have excellent analytical, investigative, and financial skills from my experience taking economics and financial courses. I believe my interest in finance, internship experiences, and leadership experiences make me a strong candidate for the Financial Analyst position.

I am currently a senior at St. Olaf College majoring in economics with an emphasis in finance. Over the summer, I interned at Anderson Financial Group. Through this experience, I gained knowledge in the financial services industry working in the Broker/Dealer's Financial Management division. I contributed to the Broker/Dealer's acquisition strategy and worked on a multitude of other projects within the Broker/Dealer area. Last January, I had an internship with Mayo Medical Ventures, gaining experience in research, cost analysis, market analysis, and competitive analysis. I used my research and analyses to compose a business plan and recommend how Mayo should proceed with new technology invented by Mayo doctors.

As a college student, I have had ample experience working in teams for various classes and as a member of Hall Councils. I have also obtained strong organizational and time-management skills as well as a dedication to performing well while attending St. Olaf. I believe these skills will serve me well in the Financial Analyst position.

I have enclosed my resume with references. Please contact me anytime via email or phone if you have any questions. I greatly appreciate your time, and I look forward to the opportunity to work for General Mills.

Sincerely,

Matilda Smith  
1500 St. Olaf Ave.  
Northfield, MN 55057  
(612) 555-5555  
smith@stolaf.edu