

**Sample Entry Level Position
with Referral Senior
Analyst/Entry Level Associate
for Acme Finance**

Description and Qualifications:

- Interest in and commitment to **investment banking** as a career
- Interest in industry sectors – **Technology, Consumer, Healthcare**
- Proven **financial accounting capability** – must have relevant undergraduate degree and/or relevant work experience
- **Critical thinker** with ability to put abstract concepts into written form in PowerPoint or Word documents
- Ability to **act independently** and assume **professional responsibility** commensurate with the position
- Ability to **interact in person and by phone** at a professional level with senior business executives
- Proficient in **PowerPoint, Word and Excel**
- High degree of **attention to detail**
- Undergraduate **GPA** of 3.6 or above, averaged across all classes, not solely across major
- **One year of work experience** in a finance-related job in a professional environment, investment banking

Will B. Abanker

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Dear Mr. Kikuyu:

I am writing to apply to the Senior Analyst/Entry Level Associate at the suggestion of your colleague Sara Caruso. After a recent meeting with Ms. Caruso and learning more about Acme Finance and the position, I am confident that my educational background in finance coupled with my prior experience and **strong interest in investment banking** make me an ideal candidate for this position. Please accept this as my application.

During my education at Northeastern University, I learned about the intricacies of the market including **options, dividends, bond valuation, and mutual funds**. I am **particularly interested in technology and healthcare** and recently received high praise for **my presentation detailing the benefits of investing in healthcare technology**. Additionally, my **membership in the Northeastern Finance and Investments Club** for the past year enhanced my financial background. I also have **practical experience** through my cooperative education jobs at **State Street Corporation and Gillette**, where I built upon my already strong communication skills by working directly with customers and gained valuable first-hand experience in the financial industry. Also, throughout college, I **worked** every January through April at **H&R Block completing taxes**. This experience gave me invaluable insight and accounting experience. Therefore, I will use **my finance and client service skills** to succeed as the new Senior Analyst/Entry Level Associate at Acme Finance.

Acme Finance's online brokerage department particularly interests me. **Your innovative approach to allowing customers access to research and real-time movement has intrigued me throughout my participation in the Finance and Investment Club**. I believe that my experience developing online banking systems, as well as my personal use of your online brokerage system, will help me become a valuable team member in your organization.

I am confident that my skills and experience qualify me as a strong candidate for the Senior Analyst/Entry Level Associate at Acme Finance. I am eager to discuss my candidacy further with you and would welcome the opportunity to interview with you. Thank you for your time and consideration and I look forward to your response.

Sincerely,
Will Abanker

Sample Entry Level Position HR Associate for Cape Cod Healthcare

The HR Associate has the following responsibilities:

- Facilitates HR administrative functions through **data entry, copying and computer application** use.
- Assists HR staff in day-to-day **department maintenance and projects**.
- **Communicates proper instructions** for HR-related tasks to employees and applicants in a clear and professional manner.
- **Ensures regulatory agency and internal policy compliance** through diligent adherence to HR practices.
- **Maintains the integrity of confidential data**; exemplifies a high standard of customer service.

Qualifications:

- **Works under the direction** of management and abides by department policies and procedures
- Ability to **use and learn basic level systems** (Meditech, Microsoft Office, etc.)
- **Interacts with applicants and staff in a professional manner**
- **Knowledge of theories, principles and concepts** acquired by completing a Bachelor's Degree in a college or university.
- **Produces required documentation** within the department
- Work requires the ability to **identify opportunities to improve programs**, practices, and/or services to ensure Cape Cod's resources are used in the most efficient and effective manner.

Alexandra Diaz

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Dear Hiring Committee:

I am writing to apply for the HR Associate position you have listed on your website. With a Master of Science in Corporate and Organizational Communication, with a concentration in Human Resources Management, **I have a strong background in Human Resources practices**. Cape Cod Healthcare's reputation for excellent employee management skills **resonates with me and my career aspirations**. I am confident that my experiences, skills, and interests will be a great fit at this organization.

During my Master's program at Northeastern University, I took courses on resource management and employee services that **rapidly advanced my human resources skills**. During my capstone course, I **designed an employee resource allocation plan for a start up healthcare company**. Through my research, I developed my **knowledge of the healthcare industry** and employed **creative solutions**, like using Customer Management Software to track employee development and satisfaction. I had the chance to present this employee resources allocation plan during a research symposium, **and it was well received by the companies in attendance**. This presentation also afforded me an opportunity to enhance my **communication skills**.

Before beginning my Master's degree at Northeastern I had the opportunity to **work full time for two years** in my home country. Through my position at Amazon, I was able to **develop employee programming that increased knowledge about benefit, healthcare, and retirement planning**. I **promoted these events** with social media and company emails, and they were well attended. **This employee oriented programming knowledge will allow me to improve upon existing programs and practices** at Cape Cod Healthcare.

I would appreciate an opportunity to meet with you to discuss my candidacy in further detail. Thank you very much for your time and consideration.

Sincerely,
Alexandra Diaz