

Application for ABC Company's Internship Programme 2018

Dear Recruitment Manager,

My name is Shawn Hannity, and I wish to express my keen interest in applying for the position of a Summer Intern with ABC Company, which has recently been advertised on your DBS website as well as my university campus. I am a Final Year student currently pursuing a degree in Business Administration and Law at the University of California. I believe that my academic knowledge and industry training experience have equipped me to be the candidate of choice for this internship programme.

During this summer, I worked as a Consulting Intern for the Penny2Pound Consultants, where I was tasked with analysing the survey data of 200+ financial institutions across the region in order to assess the eligibility of KYC procedures and policies, and giving recommendation on standardizing the KYC process to improve the internal control of FIs. I also conducted research on the M&A deals for 5+ mainland SMEs, focusing on due diligence, shareholding structure, material contracts and litigation records. The internship helped me sharpen my research and analytical skills, presentation skills and get in insight into the world of Financial/ Business Consulting.

My internship experience with Hawkins Inc (June- Sep 2016) gave me an opportunity to work on business proposals, conduct financial analysis (e.g. PE ratio, DCF and NPV), risk analysis and business analysis (e.g. peer comparison, business update and market trend) for 5 SMEs. Both these internships channelized my interest in pursuing a career in the Banking sector.

I completed my internship with Spring South Holdings Ltd., Hong Kong in the Corporate Finance and Planning department from July to Aug 2015. I engaged in researching and analysing alternatives for RMB loans during the Renminbi depreciation and People's Bank of China's rate cuts. This proved useful in enhancing my knowledge of loan financing and the Foreign Exchange market. This internship also helped me improve my cross- cultural communication, and teamwork skills,

My experience working as a Corporate Banking Assistant with the JBS bank involved preparing credit assessments such as risk analysis, financial analysis and scorecards for 10+ mid cap organisations. It helped me adopt a more proactive and detail- oriented approach towards work and taught me how to handle sensitive data.

I have recently taken courses regarding investment products, as well as securities laws and regulations.. I believe that I will be able to add value and contribute in more diverse ways to my job role in investment banking, given my education and experience. Working with ABC Company will help me tap into such opportunities as it is one of the leading banks in the world. My strong research and analytical skills, self- motivation to constantly update my knowledge, coupled with my work experience will enable me to make significant contributions as an Intern under the ABC Company's Summer Internship Programme.

Enclosed is a copy of my CV for your perusal. Please feel free to reach out to me on +1 916-612-4337 or shawnhannity@xyz.xom should you require any clarifications.

Thank you for taking the time to review my application. I would be very grateful to be a part of this programme with ABC Company and look forward to your positive response.

Yours Faithfully,

Shawn Hannity

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