



EXEMPLE UN

26 January 2004

**Job reference: GW PB/CF01 - Corporate Finance Associate**

Dear Mr XXX,

I am writing to your agency as I wish to inquire as to whether any of your clients is currently searching for an assistant with a background in financial support roles together with fluency in four major European languages. I decided to approach your agency as I previously worked for investment managers whose role closely resembled that of the Corporate Finance Associate position posted on your website.

As detailed in my résumé, my previous experience comprised of support roles to investment managers and corporate loan consultants. As an analyst in the private equity division of a crown corporation, I co-authored a \$2.2 million debt-restructuring proposal to help to turn around the fortunes of a corporate customer. This project entailed appraising the client's past financial performance and pro forma financial statements, verifying sample procurement and sales contracts, liaising with aerospace specialists to assess the client's business environment and finally producing cash-flow projections needed to decide on the terms and tenure of the refinancing package. As the financial assistant of a consultant working on behalf on the [nom de l'entreprise], I provided accounting support on several loan assessment projects. Key responsibilities included interpreting financial statements and generating financial forecasts. When collaborating with external agencies, my tasks also included briefing our partners about a customer's financial performance and on the underlying assumptions of the forecasted income and expenditures. As a result of this experience, I have become highly competent in interpreting financial data, monitoring budgets and explaining difficult accounting problems succinctly and in plain language.

Finally, I am proficient with word processing, spreadsheets and financial packages and I am well able to cope in environments where managing multiple projects and deadlines is of prime importance.

Sincerely yours,



## EXEMPLE DEUX

5 April 2005

RE: Private Equity Graduate (Recruiter ref. xxx)

Dear Madam or Sir,

Please accept this letter as an expression of my great interest in the role of Private Equity Graduate. As detailed in my résumé, my previous experience comprised of support roles to private equity managers, restructuring advisors and an emerging market finance consultant. I am fluent in French and Spanish and can speak German to high-intermediate level. I have also applied to study towards the chartered accountant designation with the ACCA and have been exempted from level-1 examinations.

As a summer analyst in a private equity division at [nom de l'entreprise], I participated in the screening of business plans and co-authored a debt-restructuring proposal to help to turn around the fortunes of a corporate aerospace customer. This role included the appraisal of financial statements and cash-flow modelling, liaison with sector specialists and market analysis.

As a project assistant working on a credit-union assignment in Cameroon, I participated in the writing of a report explaining the involvement of the Quebec government in creating a network of micro-banks in Cameroon. For this project, I conducted interviews with the regional credit union directors in order to help the project's leaders provide a coherent overview of the operations of this banking network. The final report included an analysis of the pricing of loans in emerging markets, the banking regulatory environment and methods used to address issues of corruption afflicting Cameroon's financial sector.

As the financial assistant of an emerging markets finance consultant, I provided financial support on loan assessment projects. My key responsibilities included interpreting financial statements, and translating sections of business plans. When collaborating with external agencies, my tasks also included briefing our partners on the applicant's historical performance and on the assumptions underlying our financial forecasts.

My previous employment has allowed me to develop resilience to pressure, a strong understanding of financial analysis and commerciality.

Please find attached my résumé as word document.

Yours sincerely,