Hiring Manager

Real Real Estate

LLC 1199 Pearl Street

Boulder, CO 80304

May 13, 2015

Dear Hiring Manager,

I am pleased to submit my resume for your Research/Analyst Internship that I saw posted on the Career Buffs website. As a student at the Leeds School of Business, University of Colorado, I am excited about the opportunity to learn more about real estate and finance opportunities that compliment my education. Real Estate is specifically of interest to me as both an investment and a career, since it seems to combine two things I’m very interested in, business and people. My parents have been in the real estate industry for years and I like the idea of working closely with people to meet their needs, but also using my problem solving and analytical skills. I am also working toward a Certificate in Entrepreneurship and enjoy the aspects of networking, building new relationships and growing a business.

As you can see by my resume, I’ve had many different work experiences that have allowed me to achieve skills which are transferrable to this internship role. While at Rol in Vail, Colorado, I worked effectively in a team, but also independently, to ensure all operations of the restaurant, bar, and bowling alley ran smoothly. I would treat your customers and employees with the same amount of respect and energy. My summers spent as a landscaper shows my ability to meet deadlines and focus on a variety of tasks. I am comfortable working hard, often times without direction in challenging conditions. Having no gardening experience, I quickly learned the knowledge necessary to professionally maintain a quality garden and the skills needed to communicate effectively with my clients. I am comfortable with learning new things and believe my work ethic and interest in your business will allow me to quickly learn the nuances of your business.

Lastly, I feel confident my coursework at the Leeds School of Business has prepared for this internship. My quantitative and analytical skills have been honed in my various finance classes. Specifically, my Investment Management class taught me the necessary skills to make a quality investment through the use of modeling and analytical research. I would hope to be able to use this knowledge at Real Real Estate.

Thank you very much for taking the time to review my qualifications. I hope to hear back from you soon.

Sincerely,

Ron Burgandy