

NAME

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Contact Information (use the same info from your resume)

DATE

Dear Ms. Schreiner,

Thank you for your time and the opportunity to apply for the internship program at the Federal Reserve Bank of Kansas City. The **Supervision and Risk Management internship** is a great prospect for my on-going interest in the government's role in regulating banks and I am interested in learning more about how the Federal Reserve evaluates and protects the interests of consumers and ensures compliance with federal and state laws. Additionally, I can contribute my skills and ability to work with diverse situations.

As a junior at the University of Colorado at Boulder studying International Affairs and Economics, I have various skill sets and areas of knowledge which I believe will greatly contribute to this position including:

- examination and analysis of economic data and statistical research
- ability to communicate effectively both verbally in presentations and in written form like reports, memos, etc. through marketing plan presentations and critical papers in classes
- responsiveness to direction as well as adaptability to a dynamic situation through experience in event planning and execution of conferences and speaker events
- courses in money and banking systems, macroeconomics, and econometrics providing me with a working knowledge of policy analysis and monetary policy
- skilled in computer operations of Microsoft Office and managing budgets

My experience and interest in the field of economics will allow me to understand the context of banking activity regulations. In addition, my ability to follow directions and take the initiative to learn and adapt in situations make me a quick learner with focused execution capabilities. I am available for the internship from May 9-August 13, 2011. Thank you for your time and consideration. I have enclosed my resume for review and I hope to hear back from you in the near future.

Sincerely,

NAME

University of Colorado at Boulder

**Heading:** same LOOK and content as your resume

**Include:** Date and salutation (don't use Mrs. even if you know she's married)

**Introductory Paragraph:** This is the **Attention Grabber**. Show enthusiasm to arouse the reader's interest. When you are applying for a specific internship or job, note the position title and the name and date of the vacancy listing. If you saw the listing on CSO, list that information as well. If applicable, give the person's name that referred you to the organization. Most introductory paragraphs are short, so be brief and clear.

**Middle Paragraph:** This is the **Sales Pitch**. It is the longest of your paragraphs. Present specific skills, education, and/or experience that make you an attractive candidate for the position. Highlight special skills that are relevant to the job description. Prove that you know the company by directly referencing how your skills and experience match the position.

**Final Paragraph:** This is the **Request for Action**. Be proactive and ASK for an interview or a meeting to discuss how your skills might assist the employer. Offer to provide more information (e.g. samples of your work, more details of your past experience or education, etc.). You may ask the employer to call you, or you can take the lead and indicate that you will call. Provide your telephone number and email address with the best times to contact you. Thank the employer for his/her time and consideration.

**Special Note for email:** When you email your application, use the cover letter as the body of the email. Then, copy & paste your resume at the bottom of the email message and also attach it as a Word or PDF document.

## NAME

Address – include city, state & zip  
Phone & Email (LinkedIn or your website)

## EDUCATION

University of Colorado, Boulder  
B.A. International Affairs, Economics  
Dean's List

May 2012  
**GPA: 3.986**  
Fall 2008 - Present

## EXPERIENCE

### Marketing and Financial Coordinator

CU GOLD Program – Dept. of University Memorial Center

May 2009 - Present  
Boulder, CO

- Implemented consumer research, marketing strategy, branding development, print and electronic material design, and creative campaign execution.
- Worked with committee of 12 students to market and plan individual events such as the Leadership Conference, Core Leadership Program, etc.
- Increased leadership conference attendance threefold
- Created concrete marketing plans for each event allocating a budget over \$5000.

### Summer Intern

U.S. Commercial Service, International Trade Administration, Consulate General of US  
Guangzhou, China

Jun. – Aug. 2010

- Provided translation services and marketing assistance to advertise services for US export promotion to Chinese partners
- Conducted research for and co-authored several market research reports on the South Chinese market; eg. Cold chain logistics, outbound tourism, yacht industry
- Wrote an article for publication in China's only English-language daily newspaper, *The China Daily*, about the Chinese International Fair for Investment and Trade

## AFFILIATIONS

CU Boulder Amnesty International Member (**President**)

Aug. 2009 – Present

- Organized events to educate the CU campus on human rights abuses by bringing speakers, fundraising for Haiti, and demonstrations.
- Addressed need for marketing and event participation to achieve membership growth.

Alternative Breaks Program

March 2010

- Volunteer in Boulder Creek, CA at YMCA Camp Campbell Outdoor Science School

## AWARDS

CU Boulder Chancellor's Citizenship Scholarship, \$25,000 over four years

## SKILLS

Computer: Microsoft Word, Excel, PowerPoint, HTML/CSS, Adobe Photoshop  
Language: Advanced Mandarin (speaking, reading, and writing); beginning Spanish

**Header:** Always include Name, Email, Address, and Phone number. Your name is 4-6 font sizes larger than the rest of your header. Use most recent address, and an appropriate e-mail address.

**Objective:** *Optional*; if you decide to include it on your resume make sure you tailor it to the specific job for which you are applying. .

**Education:** List degree, expected date of graduation, name of institution, minor or concentration, and GPA. Include any academic awards (Dean's List)

**Related Coursework:** *Optional*; can fall under education or as a separate heading. Narrow your courses to those that apply directly to a specific job. This is part of tailoring your resume to each job for which you are applying. Do not include courses that are obviously included in your major.

**Experience:** This is the main part of your resume. You can set this up several different ways; but within each 'section' start with your most recent experience, and work backwards (reverse chronological). Sections could include various 'experience' sections (relevant, volunteer, academic, etc.) Use bullets instead of heavily worded paragraphs or sentences. Three to five bullets per job is considered the norm. Use **action verbs** to describe responsibilities. And **quantify** whenever possible. Bullets should be in order from most relevant to least.

**International Experience:** While you may not have been paid, it's still important to show int'l experience; whether it's your study abroad experience, an internship, or volunteering – make sure it's on your resume!

**Computer/Technical Skills:** Depending on the job, this may need to be closer to the top of your resume. Include language and technical skills, or any other that are relevant/required for the job you are applying for.

**Format:** Dates, titles, and abbreviations should follow the same format throughout. Everything should line up and your resume should have a neat, clean appearance.

The Federal Reserve Bank of Kansas City offers many challenging and rewarding career opportunities in the financial services industry. Legislative changes and technological innovation in communications and information processing are reinventing the way financial institutions conduct business. As a member our team, you will be offered diverse assignments that will challenge you and develop your skills. Summer interns obtain professional, real life work experience in a climate of success. As an intern at the Federal Reserve Bank you will sharpen your critical thinking, strengthen your leadership skills and discover new talents while working independently and part of a professional team. You will learn core elements of the Federal Reserve System and see how the Fed engages in the economy. Upon successful completion of an internship, you may be offered a full-time position. Positions are available in Kansas City.

### **Supervision and Risk Management (SRM) Internships**

Supervision and Risk Management (SRM) has regulatory authority over a wide range of banking institutions and activities within the Tenth Federal Reserve District. We work with other federal and state supervisory authorities to ensure the safety and soundness of banking institutions and fair and equitable treatment of consumers in financial transactions. Interns must have strong analytical, communication and leadership skills along with the ability to work collaboratively and independently.

Key Activities Include:

- Participate in a variety of challenging assignments, similar to those handled by full-time staff.
- Conduct diverse assignments and projects that range from quantitative analytical projects to creative assignments.
- Examples include assisting on a bank examination by conducting financial analysis and reviewing compliance with laws and regulations, assisting with tracking budget variances and operating costs, and writing publications or policies
- Present oral and written findings and assessments to Federal Reserve Bank management.