<Name>

 **Application for Analytics and Sales Internship at Bloomberg**

<Date>

Dear Hiring Manager,

As a current postgraduate at Aston Business School, I would like to be considered for the Analytics and Sales Summer internship programme. My desire to work at Bloomberg stems primarily from your firm's reputation of excellence where results are consistently delivered and expectations exceeded. The collaborative environment, an innovative mindset and a continuous willingness to learn are some features that make up the firm's culture and which attract me to the firm.

I have the requisite competencies to pursue a successful internship at Bloomberg. After achieving a theoretical undergraduate degree and currently studying for a challenging Masters degree in Finance, I have the intellectual ability to learn quickly and approach situations analytically. The internship at KPMG, where I was responsible in assisting in the audit of various firms while maintaining a correspondent relationship with senior company executives and clients greatly developed my communication and organisational skills.

Commercial acumen, client management and initiative are all indispensable skills for a role at your firm. I have consistently demonstrated these abilities throughout my career, by supporting vendors, advising clients and managing stakeholders. During my time as a junior stockbroker, I further developed my team-working skills as I worked with the partners in creating presentations to attract new investors. This required maintaining an attention to detail due to the pressures to complete the projects to an expected professional standard and tailor the content to the individual. Furthermore, I have demonstrated my ability to work under pressure from my role as Sergeant in the Cypriot military where I was in command of a platoon of twenty-four soldiers in the tank division.

Bloomberg is a distinguished organisation with a reputation for its high-quality training. I am looking forward to the challenges of the rigorous hands-on training, which will enhance my communication skills, develop my technical skills and offer me business exposure. Bloomberg is also known for its diverse work culture. Having lived in Cyprus, attended an international school before moving to England to study, I look forward to this role at your firm. I aspire to excel in the dynamic Analytics and Sales environment and thus believe I will be an asset in both personal and professional capacities

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My CV is attached as proof that I meet certain criteria required for the position. Thank you for your time, I look forward to hearing from you soon.

Regards,

<Name>