

# Melissa Thompson, MBA

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## Pat Martin

Capital Funds Inc.

123 Your Street,

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(123) 456-7890

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[month, day, year]

Dear Pat Martin:

As an equities analyst for Jenkins and Associates, I conducted due diligence and enabled data-driven decision-making for large mergers and acquisitions of retail businesses. In 2023, my team was responsible for 27% of gross profits, totaling \$7.5 million. I welcome the opportunity to bring my track record of success to your organization.

With three years of experience and promotion from an equity research associate to a senior analyst, I'm drawn to Capital Funds' diverse investment capabilities in the global marketplace. My acumen for identifying stocks with superior earning potential would be an asset to the portfolio managers on the international growth equity team. Some of my previous achievements include:

- Researched business trends, analyzed economic climates, identified potential risks and deterioration in business fundamentals, and contributed to over \$7.5 million in gross revenue
- Conducted due diligence for mergers and acquisitions, analyzed company financials and market indicators, and delivered presentations to senior investment analysts
- Created reports on the financial status of potential investments and communicated findings to shareholders to support high-level decision-making

I'd like to set up an interview to discuss how my expertise as a financial analyst can help inform investment strategy for your organization. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Melissa Thompson