

Career Center

Undergraduate Student Cover Letter Structure

Your Present Address
City, STATE Zip Code

Date

Contact's Name
Contact's Position Title
Employer Name
Street Address
City, STATE Zip Code

Dear Mr./Ms./Dr. Contact's Name: (OR "Dear Hiring Manager"),

1st Paragraph (Introduction)

- Briefly describe who you are (e.g., "junior Engineering major at Duke University" – but you don't need this level of detail if you're doing on-campus recruiting – use your space wisely)
- Express enthusiasm and interest in the position
- If you were referred by a specific person in the company, you can mention it here
- **Outline the rest of the document (connecting your most relevant skills/experiences, based on the job description and your previous research, to the actual position/organization)** – set up the structure that you will follow (e.g., focusing on communication skills, then analytical skills, then real-world experience; OR focusing on problem solving abilities, interpersonal skills, and then technical skills, etc.)

2nd - 4th Paragraphs (Body - Elaborating on specific experiences, skills, & fit - Order of these paragraphs depends on importance and how you've outlined it previously)

- Tell a story about or describe your experience that references several of the necessary qualifications for which the employer is asking (e.g., communication skills, technical expertise, analytical skills, etc.)
- Tell another story showcasing a different aspect of yourself that is relevant to the position – You can think of the structure of the Cover Letter and Resume as similar (start with the most important/relevant experiences)
- Explicitly state aspects of the role, team, and organization that you are applying to and emphasize your fit
- Provide evidence that you have the skills/experience/talent necessary and that you will utilize these in the most relevant and productive way for that particular organization

Final Paragraph (Next Steps)

- Thank them and reaffirm your enthusiasm about the role, team, and organization
- Restate your confidence in the fit between your background and role/expectations
- Detail your next action (e.g., "will follow-up with a call," look forward to interviewing on campus with you," etc.)

Sincerely,
Your Typed Name



Job Description

Wells Fargo Securities Economics Summer Analyst Program

Summer Analyst Program

The Summer Analyst Program is non-rotational and provides the opportunity to gain exposure and experience working for one of the most well regarded financial institutions in the world; learn about our business and the many careers and professional development opportunities; expand personal and professional networks; incorporate knowledge gained in school while learning new skills and interviewing for future career opportunities at Wells Fargo. The duration of the Summer Analyst program is 10 weeks and opportunities are available in Charlotte.

Economics

Wells Fargo's Economics Group provides research and analysis on international, national, and regional economic trends to help serve our clients' business and financial needs. Our experienced economists have been featured in many national publications, academic and economic journals, and on popular television and radio programs. As one of the most-respected economic research organizations in the industry, Bloomberg News has named it a top economics team for the past four years.

Training

The Summer Analyst Program is designed to provide undergraduate students an in-depth understanding of the day-to-day responsibilities of a full-time team member. Summer analysts receive a comprehensive professional and educational experience through on-the-job training by joining a business group and working alongside team members who are experts in their fields. In addition, the program offers organized activities that allow summer analysts to receive analytical training, meet senior executives, and network with other participants across business lines.

Responsibilities

Summer Analysts assume significant responsibility that may include:

- Supporting staff on the generation of publications including the Weekly Economic & Financial Commentary, the Monthly Economic Outlook, economic indicators and special reports
- Preparing and refining economic presentations
- Creating and updating economic charts and tables
- Conducting in-depth economic and industry research
- Working with the senior economists and econometrician to update economic forecasts
- Providing support to the Vice Presidents and Associates on ad hoc tasks by the senior team

Qualifications

Summer Analysts must demonstrate a combination of academic aptitude, quantitative skills, personal motivation, distinguished written and verbal communication and presentation skills, excellence in working effectively as an individual and as part of a team, and an ability to manage multiple projects and deadlines simultaneously. It is strongly preferred that your background includes:

- A bachelor's degree with academic distinction and an emphasis in Economics, Mathematics, or a related quantitative/analytical field
- Strong interest in financial markets with expertise in macroeconomics, business cycle analysis, finance or math attained through coursework, individual study and prior work experience
- Willingness to work long hours in a demanding, highly focused team environment
- Excellent skills in Excel, PowerPoint and Word, advanced skills desired
- Energetic self-starter who is flexible, organized, conscientious, proactive, and detailed-oriented
- An individual who demonstrates a sense of personal accountability and urgency for achieving results