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Bank of America, Global Corporate & I-Banking
335 Madison Ave.
M/C NY1-503-05-23
New York, NY

January 29, 2006

Dear Ms. XXXX:

I am writing to you regarding the Global Markets Technology Summer Analyst position at Bank of America. I learned of the position while talking to Bank of America representatives at the Duke Career Fair in January and was instantly attracted to the practical training and networking opportunities offered by the internship.

My coursework as a computer science B.S. candidate at Duke University has exposed me to an extensive set of programming experiences. I have written a Huffman coding file compression program in C++, an XML-based game package in Java, and developed a strong object-oriented background along the way. I have completed coursework in low-level languages like C or MIPS assembly language, simultaneously learning about computer architecture and operating system design. Currently, as a junior, I am taking an eCommerce class in which I analyze business models and technology infrastructures used in eCommerce companies, bridging the gap between technology and business.

In addition to my academic coursework, my work experiences have given me the knowledge and skills necessary to be a summer analyst at Bank of America. For example, last semester I was a research assistant at Duke's Fuqua School of Business, where I organized and merged finance data on over 1,000 companies entered by other research assistants. In my internship last summer I gained invaluable experience in communication and public relations working as for the US Environmental Protection Agency (EPA). In this position I connected leaders of the local community with key players in the EPA Nail Salon Project and gave a presentation on environmental justice at the Overseas Chinese American National Convention.

I believe my technical skills and work experiences qualify me for the Global Markets Technology Summer Analyst position at Bank of America. Enclosed is my resume and if you have any questions or concerns, I am available via email (mkl000@duke.edu) or phone (000-555-0000). I look forward to meeting you soon. Thank you for your consideration and your time.

Sincerely,

Miguel Lorenzo

Enclosure