

Microfinance cover letter

[Name]
[Address]
[Phone]
[Date]

[Name]
[Title]
Shorebank Advisory Services
[Address]
[Address]

Dear Mr. [Name]:

I am a dual-degree student at Columbia Business School and School of International and Public Affairs. After speaking with [CBS student who had interned there previously] about her experience at your organization, I am convinced that interning with Shorebank Advisory Services this summer would allow me to contribute to two fields I am deeply committed to: microfinance and SME development.

Through my diverse experiences in these areas, I have built the research, writing, and financial skills required of an [department] staff member. During the last two years, I have authored a number of publications for microfinance support organizations. For my most recent U.N. assignment, I conducted research from primary and secondary sources on gender-sensitive microfinance, authoring or co-authoring three resulting documents (available electronically at [weblink]). This work has been enhanced by my graduate studies, which have included a broad range of relevant topics including corporate finance, microfinance, economics, and micro-level development.

My research activities have also been bolstered by my practical experience working with small and microbusinesses, both as a consultant and as an entrepreneur. As a key manager in a gift and stationery distribution business, I acquired firsthand knowledge of the financial needs of entrepreneurial ventures. I later put that experience to work as a Small Business Development Volunteer with the Peace Corps, where I advised microentrepreneurs on credit issues. My research and writing are therefore grounded in a real-world understanding of the issues faced by SMEs and MFIs in the field, which would similarly inform my work for Shorebank Advisory Services.

I would welcome the opportunity to further discuss how I could contribute to the [area] team. Please do not hesitate to contact me at the phone or email above if I can provide you with any other information. I thank you for your consideration, and look forward to speaking with you soon.

Sincerely,
[Name, Year of Graduation]
Columbia Business School