

Microfinance / International Development Cover Letter & Resume

[Address]  
[Address]  
[Phone]  
[Email]

VIA ELECTRONIC MAIL – hr@swwb.org

March 19, 2003

Ms. Rose Sculley  
Development Director, Corporations and Foundations  
Women's World Banking  
8 West 40th Street  
New York, NY 10018

RE: 2003 Summer Internship Opportunity

Dear Rose:

As a follow up to our email correspondences, I am writing to express interest in pursuing a summer internship opportunity with the Women's World Banking. My background, educational, and professional experiences have all contributed to my continued interest in the developing world. My work in the project finance field and my first-hand knowledge of developing countries has led me to believe that it is extremely important to support private sector investment in the developing world in order to promote sustainable growth. In particular, I believe the field of microfinance is a very important private sector tool to help alleviate poverty and to support low-income women who tend to be overlooked in official policy channels.

Working at the Women's World Banking (WWB) this summer appeals to me because it offers me the best opportunity to leverage my past experience in finance, as well as my personal interest in international development. The skills I can offer include: *analytic and quantitative ability*, developed through my work in the Global Energy and Project Finance group at Credit Suisse First Boston (CSFB) and strengthened through my course work at Columbia Business School; *client relationship skills*, as evidenced through my role as leading the day-to-day execution deal teams at CSFB which involved daily interaction with the client; and *leadership skills*, as demonstrated through my active roles on campus and with my involvement in new Analyst training at CSFB. In addition, I also have strong *team-working skills* which I developed as both an Analyst and Associate at CSFB and which I am further developing here at business school.

I am submitting my resume for your consideration, and would like to request an opportunity to interview with the WWB. This would allow me to elaborate further on my experience and describe how I feel I can make a meaningful contribution at your organization. I thank you in advance for your kind attention.

Best regards,

[Name]  
Enclosure

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[Name]  
[Address]  
[Mobile]  
[Email]

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### EDUCATION

- 2002 – 2004 **COLUMBIA BUSINESS SCHOOL** **New York, NY**  
**MBA, Finance and International Business, May 2004**  
Assistant Vice President (Mentoring): Asian Business Association  
Member: Columbia Women in Business, Columbia Finance Association, Private Equity Club, Investment Management Club, Hermes Society
- 1994 – 1998 **YALE UNIVERSITY** **New Haven, CT**  
**BA, Economics, May 1998 – GPA in major X**  
Writer: *Yale International Forum Magazine*  
Member: SMArT (Science and Math Achiever Teams – mentoring middle school students)  
Producer: A Perfect Ganesh (student theater production)
- Summer 1996 **GEORGETOWN UNIVERSITY and The Fund for American Studies** **Washington, DC**  
Summer Program at the Bryce Harlow Institute on Business and Government Affairs

### EXPERIENCE

- 2000 – 2001 **CREDIT SUISSE FIRST BOSTON** **Singapore**  
**Associate, Global Energy Group (Direct Promote)**  
*Corporate Finance / Project Finance*
- Led the day-to-day execution deal teams on corporate advisory assignments
  - Managed the internal relationship between junior and senior professionals and the external relationship with clients
  - Performed due diligence with senior management of client companies
  - Produced information memoranda, sales force memoranda, rating agency presentations and client advisory presentations
  - Coordinated with various third-parties such as market consultants, independent engineers, and lawyers on appropriate documentation
- Representative Transactions*
- Ratings Advisor for Malaysia International Shipping Corporation Berhad (leading global liquefied natural gas shipping company)
- 1998 – 2000 **Analyst, Global Energy & Project Finance Group** **New York, NY**  
*Corporate Finance / Project Finance*
- Constructed power generation and project finance leverage models to optimize and analyze various financing structures
  - Performed extensive valuation analyses utilizing discounted cash flow, comparable companies and comparable acquisition methods
  - Developed merger consequences models to analyze earnings impact of various acquisitions
  - Produced detailed company profiles on prospective target companies and analyzed strategic rationale for possible mergers
  - Analyzed credit profiles and ratings implications for corporates
- Representative Transactions*
- US\$9 billion acquisition of MidAmerican Energy Holdings by Teton Acquisition Corp. (Investor Group led by Berkshire Hathaway)
  - US\$225 million financing of the Cordova Power Plant for MidAmerican Energy Holdings
  - US\$1.9 billion merger between Indiana Energy and SIGCORP
  - US\$360 million convertible preferred offering for Calpine Corporation

### ADDITIONAL INFORMATION

- Personal: Proficient French, Conversational Burmese, Burmese dancing  
Enjoys traveling, hiking, running, reading fantasy / adventure novels  
Attended the International School in Manila, Philippines from K-12
- Training: Completed the Analyst and Associate Investment Banking Training Programs at CSFB  
SEC Licenses – Series 7