MEREDITH STUDENT

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Ipreo

421 Fayetteville Street, Suite 900

Raleigh, NC 27601

Dear Ms. Smith,

Please consider me a candidate for the Entry Level Associate Account Manager position. Ipreo’s customer driven goals to provide mission-critical products and services as well as foster a collaborative work environment are very appealing. It is my hope to jumpstart a career in business, applying and evolving the skills that I learned in my college courses and practiced during my internship and previous jobs.

One of my senior level courses in college was based on an online simulation, Capstone. This semester long project was structured as a collaborative group assignment. The simulation required my group members and me to manage all aspects of a corporation, made up of five companies. Working together on such an expansive and lengthy project was not without its learning curves. Early in the simulation, each group member assumed different roles, and I became the project manager. In this role, I kept the health of the corporation in mind, while simultaneously focusing on each company individually. With so many aspects to keep-in-mind, I created an Excel spreadsheet to serve as an organizational tool, which helped to track the progress of the project. Through the Capstone simulation, I gained a strong understanding of the concept of business strategy. Additionally, I learned how to think critically about how a business decision could affect the rest of a company and ultimately the larger corporation.

This summer I had the opportunity to study abroad with my college to gain a greater understanding of other cultures. During the two months that I spent abroad, I acquired skills that are directly transferable to the workplace. The mantra of my trip was ‘flexibility,’ which required that I always be alert and ready to think on my feet.

The company’s annual Ipreo Raleigh Winterfest event speaks volumes about its positive community service philosophy, which aligns with my efforts to give back to the Raleigh area. In learning about the company’s mission, business style, and community involvement, I believe that I would make a great addition to the Ipreo team. I hope you’ll find that my skills and goals mesh with Ipreo’s needs for the Entry Level Associate Account Manager position. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Meredith A. Student

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