

## Cover Letter for Internship

229 Main Street MS 4567  
Keene, NH 03431

February 27, 2010

Ms. Diane O'Connor  
Liberty Mutual Group  
62 Maple Street  
Keene, New Hampshire 03431

Dear Ms. O'Connor:

Your **Actuarial Internship Program** posted on the Keene State College website is of great interest to me. I am currently a junior double majoring in Management and Economics with a minor in Statistics. Enclosed please find my resume.

My educational background has prepared me with the knowledge an Actuary needs including: mathematics (both calculus and statistics), an understanding of economics and accounting, as well as knowledge of business applications. Additionally, my listening and communication skills have been honed through the liberal arts focus of my education. These skills have been further developed through my summer work as a pharmaceutical technician and as a student assistant in the Academic and Career Advising office at Keene State College.

I can also offer you strengths in computer applications, critical thinking and decision-making. These were developed not only through my coursework (for example, Financial and Managerial Accounting) but also through an independent project spanning 3 academic semesters (Spring, Summer, and Fall 2008). I analyzed more than 700 surveys distributed by the Academic and Career Advising office, tabulated a 16 question survey, and then developed an extensive Excel spreadsheet and entered the data appropriately. Upon completion of this project, I imported the data, deciding which information was most relevant, to create a PowerPoint presentation, complete with charts and graphs that I presented to the professional staff in the ACA office.

I would welcome an opportunity to further explain my strengths and my interest in this internship program at Liberty Mutual. I can be reached at (603) 358-1212. Thank you for your time and consideration.

Sincerely,

Jamie Student