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Northern Trust  
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Dear Northern Trust Recruiting Team,

I am writing to express my interest in the Rotational Development Associate role at Northern Trust. It would be an honor to work at Northern Trust and have the opportunity to gain Asset Management experience through exposure to a variety of clients as well as through mentorship by current managers and other team members from different departments. The skills I have developed through my internship and work experiences as well as my exposure to the University of Chicago's core curriculum while pursuing my B.A. in Economics and Spanish make me a great candidate for the Rotational Development Associate position.

My work experience has allowed me to grow valuable leadership and communication skills. I held an internship at the University of Chicago's International House for the past two years. In this role, I organized, promoted, and worked various events at International House, ranging from high profile guest speaker lectures to multicultural festivals. I developed leadership skills by facilitating training sessions for web development and social media management and by designing and creating promotional materials in collaboration with event co-sponsors.

During the summer of 2017, I held an internship at the Instituto del Progreso Latino (Instituto), where I worked in the Communications and Development office, helping facilitate Instituto's relationships with current and former participants as well as with prospective donors. I contributed to the grant-making process, interviewed Instituto participants, and created web content, allowing me to develop both my written and verbal communication skills. The previous summer, I was an intern at the Ethiopian Community Association of Chicago, where I taught English to refugees, handled incoming individuals' paperwork, and assisted with the resettlement process for nearly 40 families. This experience gave me a strong foundation in client service and relationship development that I hope to apply in this role.

Through my past internships, I have had the opportunity to work with clients one-on-one whether it be through interviews or event planning. With these tasks, I have also come to enjoy solving difficult problems as they come up and am not afraid to tackle them. Additionally, I like working in a fast-paced environment and would greatly benefit from being surrounded by bright minds.

I am particularly drawn to Northern Trust's collaborative work culture. Additionally, the commitment to invest in and strengthen the communities served has also influenced my decision to apply. I believe that my client service experience, leadership and communication skills would make me a great asset to the team at Northern Trust. Thank you for your time and consideration.

Sincerely,  
Jane Doe