Nick Stamboolian

BA 2196 Section 4/ Elissa Kahn Petrosky

Writing Assignment: Cover Letter

Cover Letter

Comcast Corporation

1701 John F Kennedy Blvd

Philadelphia, PA 19103

September 29, 2014

Dear Sir or Madam

I’m a junior at Temple University majoring in finance and I am highly interested in Comcast’s Finance Internship Program. I am an ideal candidate for this program because of my ability to work in teams that I have gained throughout my life in sports and Boy Scouts, because of my time management ability which I gained through organizing my time at Temple University, and finally because of my communication skills that I have received through my experience cashiering at Gerrity’s Supermarket.

Throughout my entire life I have shown a strong ability for teamwork, an ability I have gained through sports teams and Boy Scouts. I was a member of a sports team since I was five years old until my senior year of high school, and I was in Boy Scouts from six years old until I received Eagle when I was 18. Boy Scouts gives you team oriented goals up until the final years where they begin to focus on leadership activities. Being a member of these teams has taught me how to interact within a team and use the strengths of the team to better our overall goal. I have also learned how to adapt to different types of teams with diverse backgrounds of people. This would be helpful towards the internship at Comcast because Comcast’s Internship Program focuses on team building and is within a team oriented environment.

My ability to manage my time makes me an ideal candidate for this position. I have received this ability through management of my studies and extra-curricular activities at Temple University. Currently at the university I am active in multiple organizations while also working to maintain a satisfactory grade point average. This strenuous schedule has taught me the importance of time management and how to properly prioritize my work.

I have strong communication skills which I have developed through cashiering at Gerrity’s Supermarket. Cashiering quickly taught me how to properly communicate with my co-workers, managers, and the hundreds of customers that I met during my time at Gerrity’s. These communication skills help me in my professional life by helping me to create and maintain good relationships with my coworkers and the business’ customers. Proper communication is a primary skill for this internship because, as I previously mentioned, it is a team oriented job and being able to properly connect with my teammates and managers is a major factor in that environment.

I have showed that I am an ideal candidate for this program because of my ability to work in teams that I have gained through sports and Boy Scouts, my ability to manage my time which I have gained through my time at Temple University, and finally my communication skills that I have received through my experience at Gerrity’s Supermarket. Thank you for your time and for considering me for the Comcast Internship Program and I look forward to hearing from you soon.

Sincerely,

Nicholas Stamboolian

Temple University Fox School of Business

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Over the past decade, Comcast has seen an incredible rate of growth in both size and scope. With that growth has come an increasing commitment to fostering young talent across our finance departments at Comcast and NBCUniversal.

Participants in our Finance Internship Program and CORE Finance have responsibilities that vary depending upon where you are assigned, giving you a thorough understanding of the entire business. Possible placements may include, but are not limited to:

* Cable Financial Planning & Analysis
* Cable Headquarters Financial Operations
* NBCUniversal Cable Entertainment Finance
* NBCUniversal Digital Ad Sales
* NBCUniversal Financial Planning & Analysis
* Production Finance
* Corporate Tax
* Business Intelligence
* NBCUniversal Global Real Estate
* Our programs place participants in locations that include but aren't limited to:
* Philadelphia, PA metro area
* New York, NY metro area
* Los Angeles, CA metro area
* Denver, CO metro area
* Orlando, FL
* Miami, FL
* Atlanta, GA

Finance Internship Program

Our summer Finance Internship Program provides participants with the opportunity to experience what it is like in one of our many finance departments at Comcast and NBCUniversal. You gain exposure to key business and financial leaders, while building your own skills. After successful completion of this program and obtaining your undergraduate degree, you are considered either for our CORE Finance program or for full-time employment.

Undergraduate juniors pursuing a Bachelor’s degree with a major or minor in Finance, Accounting, Economics, or a related field are eligible for consideration. Applicants in their 4th year of a 5-year Master’s of Accounting degree program are also eligible for consideration.

CORE Finance

The CORE Finance program provides you the experience of three different full-time finance positions within Comcast and NBCUniversal over the course of two years. Your first rotation is a one-year assignment, while your second and third rotations each last six months. During each assignment, you have the opportunity to work and live in different areas of the country while building your skills and gaining exposure to key business and financial leaders. To ensure you have the support and growth you need during the early stages of your career, we provide Collective Learning & Development sessions and pair you with a mentor.

Undergraduate seniors pursuing a Bachelor’s degree with a major or minor in Finance, Accounting, Economics, or a related field are eligible for consideration. Applicants in their final year of a 5-year Master’s of Accounting degree program are also eligible for consideration.