

# CECILIA EDWARDS

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**May 29, 2021**

## JOHN ROBERTS

Investment Manager  
Capital Funds Inc.  
505 Amherst Pl.  
White Plains, NY 10602  
(482) 585-5588  
jroberts@investman.org

Dear Mr. Roberts:

As an equities analyst for Jenkins and Associates, I provided a wealth of useful information to each person involved in large mergers and acquisitions of retail businesses. In fact, my team has been responsible for 37% of the profit generated by Jenkins and Associates. I would welcome the opportunity to bring that track record of success to Capital Funds Inc.

With three years of experience and promotion from an equity research associate to a senior analyst, I am attracted to Capital Funds' diverse investment capabilities in the global marketplace. I believe my acumen for identifying stocks with superior earnings will be an asset to the portfolio managers on the international growth equity team. Some of my career strengths include:

- Researching and exchanging information regarding business trends and the economic climate
- Detecting deterioration in business fundamentals
- Utilizing financial databases and software
- Crafting written reports to communicate meaningful financial analysis information

I look forward to the opportunity to discuss in greater detail how my educational and work experience can help further Capital Funds' impressive reputation in the financial arena.

Sincerely,

*(Insert Signature Here)*

CECILIA EDWARDS

P.S. I'd also like to share with you how my decision to include the Finance certification with my MBA program at SUNY helped define my professional goals.