

# Dalton Johnson

Portfolio Manager  
9825 Sturgeon Ave., Bangor,  
ME 54321  
djohnson@youremail.com  
(333) 444-5555

June 1, 2021

**Edward James**  
Senior Portfolio Manager  
NY Equities  
123 Broadway  
New York, NY 34567  
(545) 656-7667  
edwjames@nyequities.org

Dear Mr. James:

As a junior portfolio manager for Jones Investments, I am responsible for effectively managing 115 multi-asset portfolio accounts, including communication with clients to determine their goals and evaluation of investment opportunities. I would welcome the opportunity to bring the same level of diligence and collaborative principles to the role of Associate Portfolio Manager with NY Equities.

With 10 years of experience and two promotions, I am prepared to move forward with NY Equities' program of investing globally in partnerships, co-investments, and secondary interests. As an example of my dedication to delivering outstanding results, I won Jones Investments' 2020 Portfolio Manager of the Year Award. Some of my career strengths that would contribute to NY Equities' ongoing success include:

- Performing due diligence on all co-investments
- Providing data and insight to support private equity investment portfolios
- Collaborating in the development of a comprehensive strategy for an optimal portfolio structure that exceeds return objectives
- I look forward to discussing in greater detail how my past work experience can enhance NY Equities' results-driven expertise with ensuring retirement benefits for New York educators.

Best regards,

*(Insert Signature Here)*

**Dalton Johnson**

P.S. I would also be delighted to share how my CFA certification highlights my knowledge of the private equity industry.