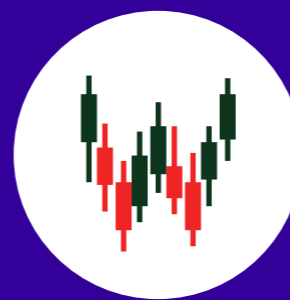


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# Cover Letters

## A short primer

# Why bother? How to write one & an exemplar

Swipe right 

Firm M  
Some Street  
London  
ABC 123

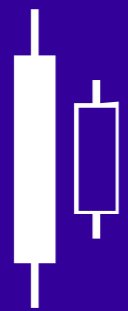
8<sup>th</sup> August 2025

Dear Sir/Madam,

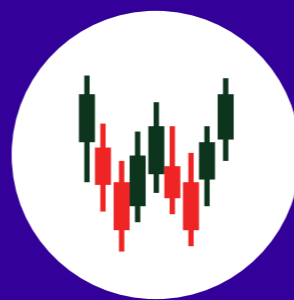
My name is John Doe and I am a penultimate-year Physics student at Imperial College London. I am applying to the Quant Trading Intern at M's London office in Some Street.

I developed an interest in M following an event at Imperial College's Algorithmic Trading Society on 8 October 2025. I attended the event which was hosted by Jane Doe of M's Quantitative Strategies team where I learnt about volatility modelling and the application of stochastic modelling to financial markets, in particular to gamma scalping. After speaking to Jane post-event, I took an appreciation to the culture at M, where interns and analysts gain exposure to novel problems with high levels of responsibility alongside the support of the wider management team, which appeals to me as it is the type of collaborative culture where I thrive best.

My interest in quantitative markets began after reading a research publication from Company N's Quantitative Team I found on options volatility modelling where a new model  $Y$  was developed. This led me to elect a module on options pricing in my second year of studies, which offered the opportunity to apply my understanding of challenging mathematical concepts to current macro- and micro-



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*What's the bother behind a cover letter?*

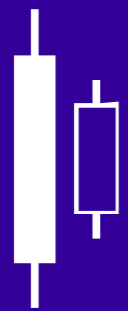
**A cover letter is much simpler than it looks.**

Although many firms may not read them, we recommend taking the opportunity to draft a cover letter to tailor the firms you are applying to, while at the same time putting in the effort to show that you can write on your own.

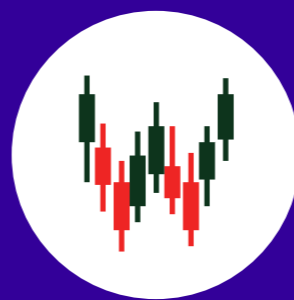


**They're not everyone's favourite, but many times they can make or break your application based on if you have one, or not.**

*We've been told by employers directly not to skip cover letters entirely...*



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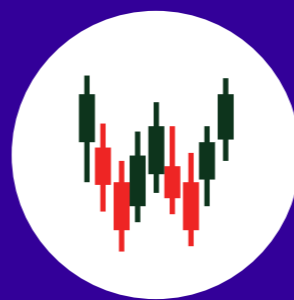
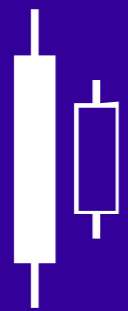
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“We will read applications that attach a cover letters over ones that don’t as those applicants have invested more effort”



**A company employee at an Imperial Careers Fair in 2023**

*So, let’s write one.*



*What are the main parts of a cover letter?*

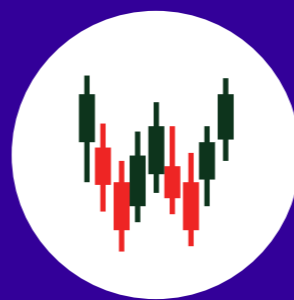
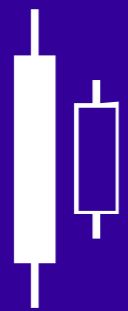
Each numbered point in the list refers to a specific paragraph:

- 1** An introduction
- 2** Why the company?
- 3** Why the role?
- 4** Why you?
- 5** Last words



**(Except 1 and 5, this order can be varied depending on what you feel is best...)**

*Let's break down each section...*



*An introduction sets the scene...*

## 1 An introduction

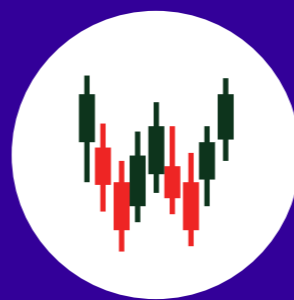
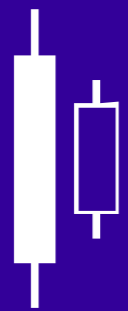
**Don't spend too long on it.**

Introduce yourself, the course you do and what you're applying for.

“My name is John Doe and I am a penultimate-year Physics student at Imperial College London. I am applying to the Quant Trading Intern at M's London office in Some Street.”



*Now, we can move onto the company, the role and you in more detail...*



*Let's talk about the company...*

## **2** Why the company?

**Did you talk to someone who worked there?**

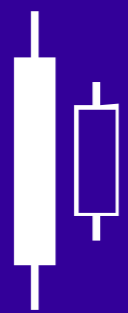
**What are they doing that's been mentioned in the news that you find quite cool?**

**Is there anything that stands out to you from knowing what you know about that firm?**

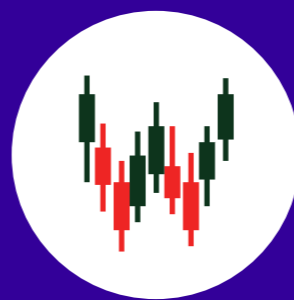


**Any events that you attended at the said company?**

*Have a look at the next slide for a draft example...*



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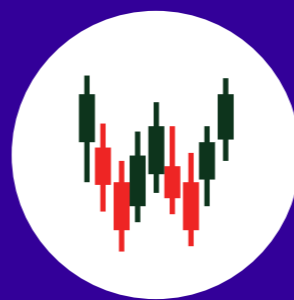
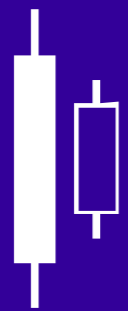


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*Here's an example on "Why the Company?"*

"I developed an interest in M following an event at Imperial College's Algorithmic Trading Society on 8 October 2025. I attended the event which was hosted by Jane Doe of M's Quantitative Strategies team where I learnt about volatility modelling and the application of stochastic modelling to financial markets, in particular to gamma scalping. After speaking to Jane post-event, I took an appreciation to the culture at M, where interns and analysts gain exposure to novel problems with high levels of responsibility alongside the support of the wider management team, which appeals to me as it is the type of collaborative culture where I thrive best."





*Time to discuss why you like the role...*

### **3** Why the role?

#### **Does it suit your characteristics?**

e.g. do you like to be alert to new events on the trading floor and responding to them?

#### **Anything you done in the past that helps you prepare for the role?**

Maybe... QT Capital, courses such as AlgoSoc or SEC

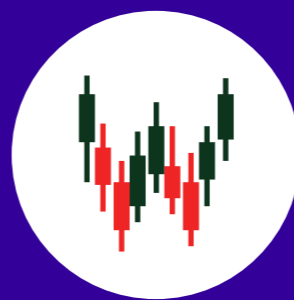
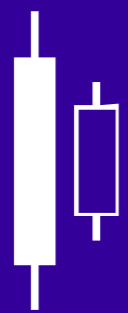
Hackathons such as Algothon (or equivalent)



#### **What do you expect out of the role?**

Maybe you want to apply some knowledge of markets.  
Maybe you want to explore your interest in a specific asset class.

*Have a look at the next slide for a draft example...*

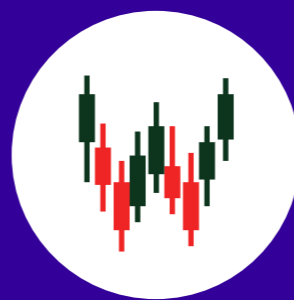
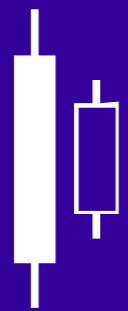


*Here's an example on "Why the role?"*

My interest in quantitative markets began after reading a research publication from Company N's Quantitative Team I found on options volatility modelling where a new model  $\gamma$  was developed. This led me to elect a module on options pricing in my second year of studies, which offered the opportunity to apply my understanding of challenging mathematical concepts to current macro- and micro-economics. I was selected as an analyst of QT Capital's Systematic Fund where I have applied a multivariate linear regression model to macro KPIs such as GDP, CPI and nonfarm payroll.



*Continued on the next slide...*

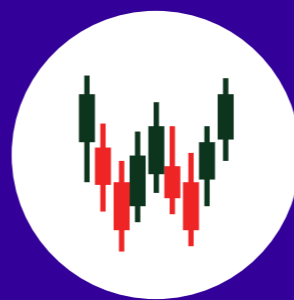
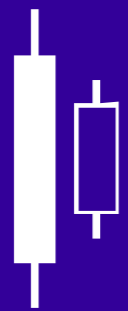


*Here's an example on "Why the role?"*

Previously, I worked as an intern at Fund O where I analysed the VIX index, a volatility benchmark based on the S&P 500 index options market. I developed strong communication, teamwork and attention to detail skills to develop trade ideas based on the ECB's 25 basis point cut to the interest rate in June 2024.



*Continued from the previous slide...*



*Now here's a chance to sell your profile...*

## **4** Why you?

**Do you do anything cool that's not related to academia?**

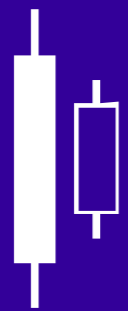
**Have you achieved anything of note that is worth talking about?**

**Is there anything you do for fun in your spare time that might be relevant?**

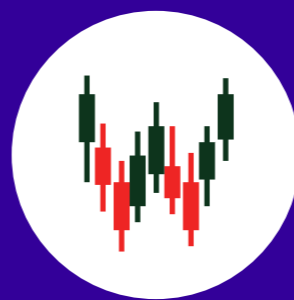
Maybe you play a sport, play an instrument or just have a regular hobby etc.



*This is the penultimate paragraph so make sure you finish it strong! Check next for an example...*



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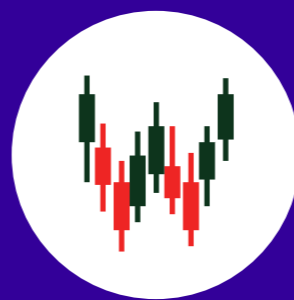
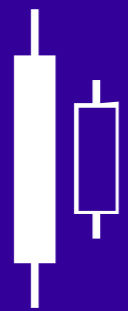
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*Here's an example on "Why you?"*

At Imperial College, I partook in the London inter-uni hackathon organised by Imperial College's algorithmic trading society, achieving an 8th place finish out of 39 teams. I led a team of 3 like-minded students to analyse commodities prices and successfully optimise portfolio performance by allocating weights to CTA strategies. I am a member of Imperial College's Football Team, playing as a defensive midfielder in the 5th XI which has improved my communication, teamwork and ability to perform under pressure.



*A great description to summarise yourself in one paragraph.*



*Last words to end the cover letter.*

## **5** Last words

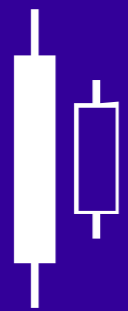
**Thanks for reading my application – I look forward to hearing more about the company in the coming days.**

**Yours sincerely**  
(if you know them)

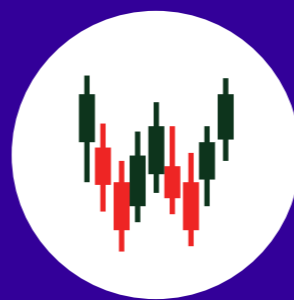
**Yours faithfully**  
(if you don't know them on a personal level)



*A great description to summarise yourself in one paragraph.*



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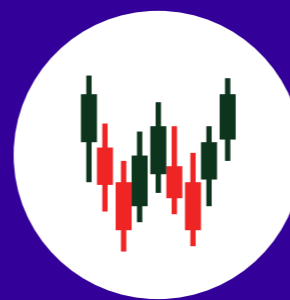
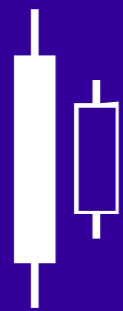
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*Here's an example on "Last Words"*

Thank you for taking the opportunity to read my application. I look forward to hearing from you in the near future.

Yours faithfully,  
John Due





## *Here is the complete cover letter...*

Firm M  
Some Street  
London  
ABC 123

8<sup>th</sup> August 2025

Dear Sir/Madam,

My name is John Doe and I am a penultimate-year Physics student at Imperial College London. I am applying to the Quant Trading Intern at M's London office in Some Street.

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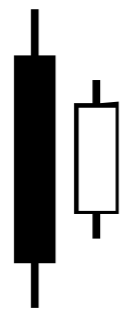
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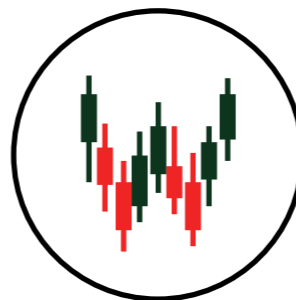
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publication, written by our own  
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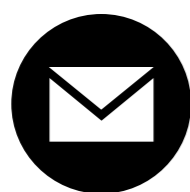
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or email us if you have any enquiries...



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