I aspire to be an investment banker and participate in [long-term goal] by helping entities do IPOs, conduct M&A activities, and introduce foreign investment. I am applying for the [programme name] to upgrade three core skills needed for me to achieve my goals: global insights and analytical skills, insights into [how to conduct business in XXX region] and multicultural understanding. The programme’s core course, [course name], will equip me with global insights and strong analytical skills. Further, in [course name], I can gain a complete picture of [topic] and the reality of conducting business in [XXX region]. Lastly, the programme’s diversity can help facilitate mutual understanding between students. I look forward to learning about other cultures with the aim of becoming a banker with global trading capability. This training can contribute to me achieving not only my short-term goal of becoming an investment banker, but also my long-term goal of participating in [long-term goal].

I honed my analytical and problem-solving skills in finance and accounting in university and in my work at [auditing firm]. I double-majored in finance and accounting at [university name] and graduated with honours (GPA XX/4.0). When I worked as a [job position] at [auditing firm], I participated in an IPO audit. Leading a team to conduct its internal control audit, we discovered that [details of problem]. I found out the motivation behind this was that [reason]. Afterwards, I led my team in presenting a recommendation proposal to our client, including suggestions on reforming its [XXX system to achieve XXX]. Eventually, our client took our advice. Its IPO request has been approved by the authorities.

As an editor of [author’s book, book title], I demonstrated my ability to overcome challenges and work in a team. I was working as [author’s] special assistant. We worked closely with [publisher] to publish her book. Collaboration proved to be challenging despite [characteristics]. The book was based on [materials]. To ensure the contents suited the habit of readers in [region], I meticulously edited the wording and sentence structure and made sure we avoided sensitive issues; we went through the script over a hundred times to perfect it. Further, since I was in charge of meeting deadlines in the publication process, I ensured that [the author, publisher] and every person involved met their respective deadlines. We managed to publish the book according to schedule. The book became a best-seller, and [the author] mentioned my contribution in the Preface. My attention to detail and ability to work in a team contributed to me building a lasting relation with [the author].

Further, my ability to conduct cross-cultural communication means that I will have an open mind in my future career. In my senior year at [university name], I organised the “Beijing Tsinghua Winter Trip.” A group of 40 students from my university visited Beijing on an 8-day trip. During a discussion session with students from [university name], we each presented an introduction of [topics.] I hosted the Q&A session where opinions were heatedly exchanged. A key takeaway was that [key issue]. This trip contributed to forming an exchange programme between [university name and university name].

The [programme name] is meant to [achieve programme’s aim]. To achieve my career goals of becoming an investment banker and of participating in [long-term goal], I need three core skills: global insights and analytical skills, insights into [how to conduct business in XXX region] and cross-cultural communication. That is the reason I am applying to the programme. My professional experience, teamwork skill and cross-cultural communication contribute to my qualifications for the programme. I seek to contribute to [topic] as an investment banker, and my ambition is to improve [area].