504 Lyon Hall
Cornell University
Ithaca, NY 14853
October 1, 2009

David R. Guzman, Vice President
Information Technology
Morgan Stanley
750 Seventh Avenue, 31st Floor
New York, NY 10019

Dear Mr. Guzman:

I would like to meet with representatives of Morgan Stanley's Information Technology training program to discuss my qualifications for joining Morgan Stanley. After reviewing your website and speaking with other Cornellians who have completed the program, I am particularly intrigued by the company's hands-on approach to training and emphasis on team-building. I am confident that my skills and abilities could contribute to solving business problems through technology.

As an assistant at David Lerner Associates last summer, I worked on the development of financial management software that will significantly streamline the company's business practices. In other work experiences detailed on the enclosed resume, I designed programs, developed cost-efficient methods of implementation, and trained users. In a number of these positions, I have managed large budgets, including approving expenditures and maintaining accounts.

You indicate that successful candidates in the Information Technology area will have demonstrated quantitative and analytical ability, a desire to work in a team-oriented environment, and a strong interest in business. I believe my background matches these desired strengths and interests and that I would be successful in your rigorous program. I look forward to speaking with you on October 26 when you visit the Cornell campus.

Sincerely yours,

Sarah Kaufman

Enclosure