

## EDUCATION

- 9/01-Present **STANFORD UNIVERSITY**, Stanford, California  
*Bachelors of Arts in Economics and Psychology*, expected June 2005
- GPA: 3.63. SAT: 750V/730M; Writing- 770; Math IIC- 790.
  - Coursework: Microeconomics, Macroeconomics, Econometrics/Statistics, Psychology, Financial Economics, Multi-Variable Calculus, East Asian Development Economics
- 9/97-6/01 **NOTRE DAME HIGH SCHOOL**, Belmont, California
- Graduated 2<sup>nd</sup> out of 219 students in June 2001. GPA: 4.0.
  - 2001 National Merit Semi-Finalist. 1997-2001 Notre Dame Merit Scholarship.

## EXPERIENCE

- 7/04-9/04 **PCCW (Hong Kong's largest fixed-line telecommunications provider)** Hong Kong, China  
*Intern, Mergers & Acquisitions Department*
- Created MS Powerpoint presentations and detailed case-study reports on international telecommunications sector
  - Evaluated multi-industry M&A transactions and performed basic company valuations by comparing similar companies (use of comps)
  - Collaborated with colleagues in creating US\$112.8M sales pitch for Bel-Air Serviced Apartments through comprehensive research on Hong Kong residential real estate market
  - Verified yield and pricing information on internal tables
- 6/03-9/03 & 7/02-9/02 **SMITH BARNEY** San Francisco, California  
*Intern, Asset Management-Consulting Group*
- Monitored and updated stock watch-list fundamentals
  - Researched relevant news and current trends within market
  - Instructed other interns in professional usage of MS Excel and Smith Barney proprietary research software
  - Analyzed and recommended mid-cap stocks (e.g. LTD, COH, and CHS) for list attached to monthly client mailings
  - Reported asset allocation breakdown for financial consultants
  - Restored outdated mutual funds database through personal screening, calling selected companies for prospectuses, and re-organizing filing system

## OTHER

- 9/04-Present **DELTA DELTA DELTA NATIONAL SORORITY** Stanford University, Stanford, California  
*Kitchen Manager*
- Oversee Tridelta House open kitchen annual budget of \$12,000
  - Manage all proceedings regarding dining and self-operated kitchen for 56 boarders
  - Negotiate contracts of chef and kitchen worker
  - Assess and respond to dietary needs and demands of residents
- 1/03-5/03 & 1/04-5/04 **ASIAN AMERICAN STUDENTS' ASSOCIATION** Stanford University, Stanford, California  
*Head Design Coordinator & Model, Annual Charity Fashion Show*
- Managed three-member Design Team in cold-calling Asian and Asian American fashion designers
  - Acquired and supervised selected showcase pieces
  - Raised over \$5,500 for Asian Liver Center (2003) and Garment Worker Center (2004) through cumulative efforts over two years
- 9/02-6/03 Undergraduate Advising Center, Stanford University, *Peer Academic Advisor*  
9/02-4/03 Workplace Literacy Program, Stanford University, *Volunteer English tutor* for Stanford workers  
3/02-6/02 Okada Dorm, Stanford University, *Vice-President*  
9/01-Present *Private cello teacher*

## SKILLS

MS Word, MS Excel, MS Powerpoint, Bloomberg, Stata  
Spoken fluency in Cantonese & basic Mandarin

O [REDACTED]  
2 [REDACTED]  
Brisbane, CA 94005  
650. [REDACTED]  
[REDACTED]@stanford.edu

October 5, 2004

Dear Sir or Madam,

This coming June, I will graduate from Stanford University with bachelors degrees in Economics and Psychology. Striving for the most challenging, educational job experience possible, I have chosen investment banking as the field that will best fulfill my goals. Throughout my academic life, interspersed with professional summer internships, I have demonstrated strong abilities in analytical thinking, initiative, teamwork and dedication. My work experiences range internationally from Smith Barney, San Francisco to PCCW, Hong Kong and I believe the analytical skills I acquired at these internships, in addition to my academic background, have successfully prepared me for a position at UBS Investment Bank. Even more importantly, I feel my main strengths, which lie beneath the surface of my resume, include my drive for success, my sociable, yet strong personality and my unshakable optimism.

I am extremely interested in beginning my career at UBS for numerous reasons. In addition to its excellent reputation and international strength, I am excited by the growth opportunities that UBS offers in the United States. I want to be a part of the further development and continuing success that I know UBS will attain.

I have enclosed my resume for your review and am eager to apply my energy, enthusiasm and intellectual stamina to work for UBS Investment Bank. Thank you very much for your time and consideration and I hope to hear from you in the near future.

Sincerely,

[REDACTED]

A [REDACTED]

[REDACTED]@stanford.edu

Current Address at Stanford: Stanford University, P.O. Box [REDACTED] Stanford, CA 94309, USA/ Phone: + 1.650 [REDACTED]

Permanent Address in Switzerland: Forsterstrasse 73, 8044 Zurich, Switzerland/ Phone: + 41.79 [REDACTED]

Permanent Address in France: [REDACTED]r, 75016 Paris, France/ Phone: + 33.1 [REDACTED]

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### EDUCATION

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#### Academic Years

- 09/01 - 06/05 **Stanford University** **Stanford, CA**  
M.S. **Electrical Engineering** **Degree expected June 2005** **GPA: 3.9/4.0**  
B.S. **Electrical Engineering** **Degree expected June 2005** **GPA: 3.9/4.0**  
B.A. **Economics** **Degree expected June 2005** **GPA: 3.8/4.0**
- 09/88 - 06/01 **Lycée/ Collège/ Ecole Saint Louis de Gonzague (“Franklin”)** **Paris**  
**Baccalauréat Français Scientifique, High Honors**
- 04/98 - 06/98 **Westminster School (Rigaud’s House), Exchange Trimester** **London**
- Summer Programs**
- 06/98 - 08/99 **Phillips Exeter Academy Summer School (2 summers)** **Exeter, NH**  
06/97 - 08/97 **Choate Rosemary Hall Summer Program** **Wallingford, CT**

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#### WORK EXPERIENCE

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- 03/04 – 03/05 **Edward L. Ginzton Laboratory, Ultrasonics Group** **Stanford, CA**  
Research Assistant, worked on a one-year government-funded project aimed at designing Piezoelectric Micromachined Ultrasonic Transducers used in surgery and echography applications  
Designed/ built high voltage, high bandwidth pulser for excitation of an array of transducer membranes  
Designed/ proposed several experiments. Results of experiments to be published at end of project
- 06/04 - 07/04 **Swiss Federal Institute of Technology, Micromachines Lab** **Lausanne/ Zurich**  
Summer Research Assistant, continued project started at Edward L. Ginzton Lab Ultrasonics Group  
Wrote detailed report on experiment goals, protocols and outcomes, and presented results to project team
- 07/03 - 08/03 **Accenture** **Zurich**  
Summer Analyst, Financial/ Operational Integration of recently acquired Swiss services company, offering consulting, technology, outsourcing services in Europe, with a headcount of approx. 500  
Supported “Finance & Controlling”/ “Operations Optimization” teams in post-merger integration, gaining insight in methods applied to manage/measure performance in global professional services
- 07/02 - 08/02 **Arthur D. Little, “Strategy & Organization” Practice** **Zurich**  
Summer Analyst, cost optimization project for a leading global cement production company  
Analyzed / modeled production and distribution costs, across entire ‘Network’ in Western Europe
- 06/99 - 06/99 **Telesis SA, Strategy & Management Consulting Firm** **Paris**  
Summer Analyst, e-Business Marketing-Strategy project for a large wine distribution company

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#### ADDITIONAL INFORMATION

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- Language Skills **Fluent English and French (native); Advanced German: Holder of the Goethe Institut Upper Level Certificate of Proficiency “Zentrale Oberstufen-Prüfung (ZOP)” with Grade A (“Sehr Gut”)**  
**Diploma received in Munich in September 2004**
- Computer Skills **MS Word, MS Excel, MS PowerPoint; Moderately proficient in C, C++**
- Leadership **Co-founder of the European Association at Stanford University**  
**Class President 00-01 at Saint Louis de Gonzague High School**  
**Founder/Leader of Saint Louis de Gonzague High School Electronics Lab**
- [REDACTED]

Rob [REDACTED]  
P.O. Box [REDACTED]  
Stanford, CA 94309  
robert.hou@stanford.edu  
(626) [REDACTED]

October 6, 2004

Ms. Stacie Sasaki  
UBS Investment Bank

Dear Ms. Sasaki

I am a senior majoring in Economics and am concurrently working on a Masters degree in Management Science and Engineering. I am writing to apply to the full-time analyst position in Investment Banking at UBS Investment Bank

I spoke with several analysts about their experiences at UBS, and I was impressed by how much they liked the firm and their analyst class. The range and depth of the work and responsibilities given to analysts also strongly attract me to your analyst program. UBS sounds like a great firm with outgoing people, and I feel that UBS would be an ideal place for me to start a career in investment banking.

My work at Far East National Bank exposed me to the capital markets on the buy side. I enjoyed my work there on foreign exchange transactions and risk analyses, but I realized my interests are more on the sell side -- in underwriting, mergers and acquisitions and debt financing. I hope to get a different perspective of the markets at UBS. Additionally, I strongly developed my analytical and communication skills at the Office of Management and Budget, where I dealt with many different economists and government contacts and was responsible for a number of cost-benefit projects. I believe my strong interest in finance and my experiences in commercial banking and government would make me an effective analyst that would thrive in a leading firm such as UBS.

Thank you for taking the time to consider my application. I look forward to hearing from you soon.

Sincerely,

[REDACTED]

**R**  
P.O. BOX [REDACTED] • STANFORD, CA 94309  
(626) [REDACTED] • [REDACTED]@STANFORD.EDU

## EDUCATION

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### STANFORD UNIVERSITY

Stanford, CA

#### Bachelor of Arts – Economics

June 2005

- Currently working on Master of Science Program in Management Science and Engineering
- GPA 3.5/4.0 SAT verbal: 790/800 math: 790/800
- Coursework includes: finance, banking, economic policy analysis, venture capital and small business, entrepreneurial thought leaders seminars, public policy, accounting, microeconomics, macroeconomics, statistics, econometrics, interactive management science, operations research, risk and insurance, international economic policy, decision analysis

## WORK EXPERIENCE

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### FAR EAST NATIONAL BANK

Los Angeles, CA

#### Intern – Treasury

Summer 2004

- Implemented statistical and trend analysis to compare currencies for foreign exchange transactions
- Analyzed JPY and RMB to help determine entry point for RMB forward rate hedge
- Conducted risk analysis for mismatching and interest rate swaps adjusting for basis point shocks and projected FOMC interest rate decisions
- Compared risk profiles of peer banks and assessed liquidity risk with basic asset-liability management

### OFFICE OF MANAGEMENT AND BUDGET – EXECUTIVE OFFICE OF THE PRESIDENT

Washington, D.C.

#### Desk Officer Intern – Office of Information and Regulatory Affairs

March 2004 – June 2004

- Conducted economic analysis in reviewing draft regulations and collections of information from government agencies
- Implemented cost-benefit analysis to ensure budgetary compliance of all government agencies to Executive Orders
- Maintained communication between OMB and 100+ agencies, and updated processes to streamline future communication
- Was responsible for multiple cost-benefit and regulatory compliance projects and worked directly with economists, desk officers, and directors

### ASIAN PACIFIC NATIONAL BANK

San Gabriel, CA

#### Intern – Cashier, Loan, Operations

Summers 2002/2003

- Assessed bank fund needs and communicated with upstream banks to sell fed funds
- Researched methods to increase profitability such as applying to Treasury depository programs
- Analyzed and balanced general ledgers and clearing accounts to keep track of transactions and detect trends
- Aided clients with daily transactions, wire transfers, loans, vouchers, food coupons, returned checks

## EXTRACURRICULAR ACTIVITIES

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### STUDENT GLOBAL AIDS CAMPAIGN

Stanford, CA

#### Dancer Relations Committee – AIDS Dance Marathon

September 2003 – Present

- Organizing first AIDS Dance Marathon (24 hour fundraising event) to benefit Elizabeth Glaser Pediatric AIDS Foundation
- Hold weekly meetings, cooperate with other groups, plan event execution, fundraising, and participant relations/packages
- Communicate and negotiate with sponsors for advertising, public relations, and donations
- Recruit members to create website, fundraise, and organize event

### ASIAN AMERICAN INITIATIVE FOR YOUTH MOTIVATION AND EMPOWERMENT

Stanford, CA

#### Mentor

September 2002 – June 2003

- Participated in and coordinated program to mentor at-risk eighth-grade children in bay area
- Served as role models for children to help build confidence, self-esteem, self-identity and motivation for high school
- Organized activities and retreats and had regular conferences with directors to plan events, improve the program

## SKILLS

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**Computer:** Excel simulation and macros, R-Statistic, MatLab, simulation software, video editing, programming in C

**Language:** Conversational skills in Mandarin

## ADDITIONAL INFORMATION

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- Foreign Exchange Trading: Using personal funds to trade major currencies on REFCOFX
- Member of Charles R. Blyth Fund Portfolio Group: Learn about investing and participate in discussions about portfolio
- Recreational interests in golf, running, violin, billiards, camping
- Enjoy traveling (US, Asia, Cultural/music exchange program in Russia)

JU [REDACTED]  
P.O. Box [REDACTED] • Stanford, CA 94309  
(650) [REDACTED] • [REDACTED]@stanford.edu

## EDUCATION

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- STANFORD UNIVERSITY**, Stanford, CA (Sept. 2001 – June 2005)
- Candidate for Bachelor of Arts in Economics, Minor in Spanish
  - Cumulative GPA: 3.7/4.0
  - **Coursework:** Economics, Public Finance, Money and Banking, Media Economic Policy, Modern Firm Theory, Statistics, International Finance, Computer Programming, Interpersonal Relations, Social Influence and Persuasion, and Spanish
- UNIVERSITY OF SALAMANCA**, Salamanca, Spain (Jan. 2004 – March 2004)
- UNIVERSITY OF SEVILLE**, Seville, Spain (Sept. 2003 – Dec. 2003)
- CHERRY CREEK HIGH SCHOOL**, Englewood, CO (Sept. 1997 – May 2005)
- Valedictorian of class of 805
- Awards:* National Honor Society, President of Spanish Honor Society, National Merit Scholar, and National Forensic League Degree of Excellence

## WORK EXPERIENCE

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- STARZ ENCORE GROUP**, Englewood, CO (June 2004 – Sept. 2004)  
*Intern*
- Modeled Starz Ticket email program based on analysis and evaluation of competitors' email newsletters.
  - Created Starz Demo Laptop User Guide and Starz On Demand User Guide for affiliate use.
  - Composed overview of QVC promotion for distribution and devised spreadsheet to track status of promotion.
  - Worked as part of a creative team of three to design Sneak Preview Bump and Starz On Demand Demo Reel.
  - Analyzed internet movie distribution sites and generated PowerPoint presentations.
  - Reviewed affiliate second quarter earnings reports and synthesized data for market intelligence strategy.
- THE STANFORD STORE**, Stanford, CA (June 2003 – Sept. 2003)  
*Business Manager*
- Interviewed, hired, trained, and managed a team of four associates.
  - Designed and converted store system to barcode to streamline management of inventory.
  - Directed wholesalers on merchandise development.
  - Developed and implemented marketing strategies and managed store accounting.
  - Co-authored and published store operations manual.
- DEAN OF STUDENTS OFFICE**, Stanford University, Stanford, CA (Sept. 2002 – June 2003)  
*Student Assistant*
- Coordinated re-registration of over 550 university recognized student groups.
  - Organized Stanford Holiday Craft Fair, featuring more than 110 selected artisans, in collaboration with Assistant Director.
  - Acted as liaison between students and administration for social events: supervised student group registration of social events, reviewed applications, and ensured events were in alignment with university guidelines.

## LEADERSHIP EXPERIENCE

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- KAPPA ALPHA THETA**, Stanford University, Stanford, CA (Jan. 2003 – present)  
*Event Coordinator*
- Plan, organize, and coordinate approximately three to four chapter external social events, attended by 20-100 people.
  - Meet with management staff of selected venues and negotiate event contracts.
  - Collaborate with two to three other campus organizations to plan and organize joint events.
- UNDERGRADUATE ADVISING CENTER**, Stanford University, Stanford, CA (Sept. 2002 – June 2003)  
*Peer Academic Advisor*
- Provided individual counseling resources for six freshmen advisees regarding coursework and pursuit of academic interests.
  - Served as an intermediary between students and faculty advisor.
  - Collaborated with twenty undergraduate advisors to develop academic advising information programs.

## SKILLS

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**Computer:** Software includes MS Word, Excel, FileMaker, Outlook, PowerPoint, and Internet  
**Languages:** Highly Proficient in Spanish

Jul [REDACTED]  
PO Box [REDACTED]  
Stanford, CA 94309

October 6, 2004

Stacie Sasaki, University Recruiting Coordinator  
UBS Investment Bank  
1999 Avenue of the Stars  
Los Angeles, CA 90067

Dear Stacie Sasaki:

I am seeking a position as an investment banking financial analyst with your company. In June, I will graduate from Stanford University with a bachelors degree in economics and a minor in Spanish. I have researched your industry where I found UBS Investment Bank to be a growing leader. In addition to the quality of UBS as a financial services firm, the global presence in the company and opportunity to work with driven and talented people attract me to the firm. I feel my diverse work experiences, academic preparation, and strong analytical and communication skills would enable me to excel in an investment banking career with UBS Investment Bank.

For me, a career in investment banking offers greater exposure to the business community and, more specifically, financial and strategic decision making. This past summer, I completed a 3-month internship with Starz Encore Group. I was initially assigned to the technology department. In order to diversify my experience, I sought out and completed assignments in Finance, Advanced Services, and Direct to Consumer departments. Independent projects, such as technology adoption tracking and competitive analysis of internet content distribution sites, allowed me to use and expand my strong analytic skills. I also worked as part of a creative team to develop a Sneak Preview Bump for Starz On Demand and demo reels for the affiliates. The diversity of the projects I completed gave me an excellent introduction to the business arena and provided multiple opportunities to utilize my oral, and written communication skills. Despite my limited knowledge in technology prior to beginning this internship, I quickly mastered the skills necessary to complete independent and group projects. An analyst position would allow me to make use of and enhance these skills both professionally and personally.

The six months I spent studying in Spain and traveling Europe enriched my understanding of international business and culture. In addition, I learned to be patient and flexible. I discovered I enjoy the challenge of beginning new experiences and working with new people. I believe my language skills and my ability to comfortably integrate into a foreign culture would be extremely valuable in investment banking in today's evolving global economy. These qualities, as well as my academic foundation and desire to explore financial services, would make me an enthusiastic employee with UBS.

Thank you very much for your time and consideration. I look forward to meeting you and discussing how my versatile experience and qualifications can contribute to UBS Investment Bank.

Sincerely,

[REDACTED]

## EDUCATION

### STANFORD UNIVERSITY

Stanford, CA

- M.S. in Management Science and Engineering, Expected: June 2005 (GPA: 4.0)  
Concentration: Economics, Finance, and Investments
- B.S. in Computer Science: June 2004
- Robert Byrd, Xerox Technical Minority, and Bank of America Scholar
- Standardized Tests: GRE 800 Quantitative 800 Analytical 740 Verbal, SAT 770 Math 800 Verbal

## EXPERIENCE

### BANC OF AMERICA SECURITIES

06/04 – 08/04

#### Global Derivative Products Sales Desk Intern

San Francisco, CA

- Prepared daily and weekly swap market updates
- Tracked mark-to-market values of clients' outstanding swap deals
- Priced swap deals and compiled client presentations
- Provided live indicative quotes to clients
- Supported on-the-road members of the Global Derivative Products team

### MORGAN STANLEY

05/04 – 06/04

#### Individual Investors Group Intern

San Francisco, CA

- Conducted client portfolio risk analysis
- Prepared investment policy statements and client prospectus booklets
- Solicited high net-worth prospects
- Assisted team members by creating client background dossiers for initial meetings

### SYNAPTICS, INC

06/02 – 09/02, 06/03 – 09/03

#### Knowledge Management and Intranet Design Intern

San Jose, CA

- Redesigned and rebuilt Synaptics' corporate intranet
- Created dynamic databases and maintenance tools for non-technical administrators
- Coordinated with executive staff to implement cost-effective, maintainable system
- Compiled intellectual property information, populated a comprehensive database, and instructed employees on usage of new system

## EXTRACURRICULAR ACTIVITIES

### STANFORD TAEKWONDO TEAM

03/02 – Present

#### Stanford University

Stanford, CA

- Lead practice and instruct beginners on basic forms and sparring theory
- Received the team outstanding performance award in December 2002

### SIGMA PHI EPSILON FRATERNITY

05/01 – Present

#### California Pi Chapter

Stanford, CA

- Served in numerous leadership roles, including Vice-President of Recruitment
- Participated in national leadership academy
- Led 40 man fraternity in organizing 7 rush events, campus social activities, and charity events

### SENIOR GIFT CAMPAIGN FUNDRAISER

09/03 – 06/04

#### The Stanford Fund

Stanford, CA

- Acted as a senior class representative, led the drive for soliciting student contributions
- Collectively set school record for most Leadership Circle donations

**Additional Activities:** Product Consultant for Echelon Corporation; Participant in Stanford Student Enterprises' Business Leadership Program; Computer Science Department Section Leader; Stanford Student Enterprises' Communications Manager

[REDACTED]



P.O. Box [REDACTED]  
Stanford, CA 94309  
(925) 330-2072  
[REDACTED]@stanford.edu

September 29, 2004

Dear Ms. Stacie Sasaki,

I am a Master's student at Stanford University majoring in Management Science and Engineering. I finished my Bachelor's degree in Computer Science in June 2004, and will be finishing my Master's degree this June 2005. I would like to apply for a full-time position as an investment banking analyst with UBS.

I spent the summer interning at Banc of America Securities. As part of the Debt Markets Sales, Trading, and Research program, I worked on a fixed income sales desk, assuming the responsibilities of an analyst on the team. While I thoroughly enjoyed the experience, I am also very interested in UBS' investment banking program. My interest in investment banking stems from a deep-rooted passion for companies, exploring valuation methods and steps companies can take to pursue their goals of long-term financial prosperity.

This summer, my academic background, social involvement in activities like the Stanford Senior Gift Campaign, and teamwork experience as a member of the Stanford Taekwondo Team really helped me to fit well into the challenging and rewarding environment. The hours were long and at times stressful, but everyday I felt a great sense of accomplishment and the thrill of learning new things. I know that the investment banking environment is similar, and that the qualities that enabled my success this summer will also serve me well as an investment banking analyst.

I am drawn to UBS not just because of its strong international presence, but because of firsthand accounts that I have received from friends who have worked for UBS. They rave about the firm's diverse, intellectual, and collegial environment where everyone works together to succeed.

I am very enthusiastic about UBS and firmly believe that my skills—analytical, leadership, and social—would make a significant contribution to the firm. I was hoping for the opportunity to interview with UBS to see if I would be a great fit for your firm.

I look forward to hearing from you.

Sincerely,

[REDACTED]

Wil

field Avenue, Grove Mayfield, Stanford, CA 94305  
(650) • wchan83@stanford.edu

## Educational Background

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- 09/01-present **Stanford University** Stanford, CA  
*B.S. Honors Mathematical and Computational Sciences (expected 06/05)*  
GPA 3.605/4.0 (2003-2004 GPA 3.903/4.0)  
♦ Coursework: Financial Economics, Linear Optimization, Stochastic Modeling, Probability, Data Mining, Numeric Analysis, International Political Economy  
♦ Studied abroad at Beijing University (09/04)
- 09/97-06/01 **Phillips Academy** Andover, MA  
SAT Math: 800; SAT Verbal: 760  
♦ Toured in China as piano soloist with Andover orchestra (06/01)

## Work Experience

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- 06/04-08/04 **Javelin Investments** Shanghai, China  
*Summer Associate*  
♦ Co-led team of 5 MBA students from the top-ranked Chinese business school to identify potential outsource partners in Chinese and American manufacturing sectors  
♦ Built database and authored comprehensive financial profiles on 150 US manufacturing companies  
♦ Researched market data in Chinese (via press and phone interviews) to advise foreign companies acquiring assets in China  
♦ Wrote pitch books and presentations on strategic M&A considerations in China
- 06/03-08/03 **American Civil Liberties Union** Washington, DC  
*Legal Assistant*  
♦ Lobbied Congress and the legislative councils of DC and adjacent counties  
♦ Facilitated the legal services process by handling legal intake and referrals
- 06/02-08/02 **National Economic Research Associates** White Plains, NY  
*Summer Research Intern – Antitrust*  
♦ Documented and organized final records for \$81B merger of Exxon and Mobil  
♦ Identified anticompetitive patterns in data from various markets  
♦ Researched US oil industries to advise clients on antitrust considerations

## Extracurricular Experience

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- 01/03-present **Forum for American/Chinese Exchange at Stanford** Stanford, CA  
*Co-Founder and Programming Director*  
♦ Led small team to organized three weeklong conferences on US-China economic and political relations at Stanford and at Beijing University (40 delegates/conference)  
♦ Helped raise \$50 thousand through targeted donor fundraising
- 09/02-06/03 **Stanford Writing Center – Writing Tutors** Stanford, CA
- 04/04-present **Stanford Bhangra Team** Stanford, CA
- 01/02-present **Stanford Ultimate Frisbee Team** Stanford, CA

## Additional Information

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**Languages:** Mandarin and Cantonese (Business fluency), German (Basic)  
**Computer:** Excel, PowerPoint, Access, C, C++, Java, LISP, R, Stata, HTML, PC hardware

Wil

584 Mayfield Avenue, Grove Mayfield #205, Stanford, CA 94305  
(650) 269-4640 • wchan83@stanford.edu

October 5, 2004

Stacie Sasaki  
UBS

Dear Ms. Stacie Sasaki:

I am currently a senior at Stanford University majoring in Mathematical and Computational Sciences. I am extremely interested in working as an investment banking analyst at UBS in Los Angeles, San Francisco, or New York.

I became deeply interested in investment banking through my two previous finance internships, which allowed me to learn about and to participate in M&A activities. While at Javelin Investments in Shanghai last summer, I consulted multinational corporations seeking to acquire and privatize local Chinese companies. At National Economic Research Associates in 2002, I documented the antitrust records for the \$81B merger between Exxon and Mobil. Both experiences served to heighten my interest in investment banking in both its M&A and corporate finance aspects.

Through my internships, I also developed skills directly applicable to working in investment banking, including the ability to work closely with a team, produce well-researched client-driven analyses, prepare pitch books and presentations for clients, and work in a fast-paced environment. At Stanford, my coursework in mathematics, statistics, economics and particularly finance have served to solidify my interest in the financial services career path.

I am particularly attracted to UBS not only by the talent, professionalism and affability of its bankers but also because of UBS's international orientation, as displayed by its European roots and its recent large-scale investments in Asia-Pacific capabilities.

I welcome the opportunity to get to know the bankers at UBS and for your firm to see what I can offer. Thank you for your time and consideration.

Sincerely,

Alex [REDACTED]

September 2004

**Stanford:** PO Box [REDACTED]; Stanford, CA 94309; Tel.: (650) [REDACTED]; email: [REDACTED]@stanford.edu  
**Home:** [REDACTED] Rd.; Chestnut Hill, MA 02467; Tel.: (617) [REDACTED]; email: [REDACTED]@aol.com

**Education:**

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- **Stanford University, Palo Alto, CA** **September 2001 - Present**  
Expected Bachelor of Science in Management Science and Engineering, June 2005.  
Coursework includes: economics and analytical/decision making science, probabilistic methods, engineering, graduate level finance class.  
Santiago, Chile, Fall 2003 — Overseas Study with focus on Latin American Economics and Politics, coursework entirely in Spanish.  
Katholieke Universiteit, Leuven, Belgium, Sept. 2003 — Visiting Scholar under Overseas Seminar program, studying Political Economy of the European Union.  
**SAT: 1560/1600 (800/800 verbal, 760/800 math). GPA: 3.58 (through Spring 2004).**
- **London School of Economics, London, England** **July 2004**  
Studied Organizational and Strategic Management as part of the summer school program.
- **The Roxbury Latin School, West Roxbury, MA** **1995-2001**  
Graduated Magna cum Laude, inducted into the Honor Society (top 10 students).

**Professional Experience:**

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- **Vodafone Group Plc, Group Strategy, London, England (Intern)** **July – August 2004**  
Worked independently and as part of a team on projects relating to geographic expansion and scenario planning. Developed scenario planning process and analysis around Vodafone's current long range forecasting and risk management procedure. Gave presentation to member of Executive Committee, made recommendations and received approval for first-stage process. Extensive research into competitive and industry landscapes in various countries.
- **Institute for International Studies, Stanford University (Research Assistant)** **April – August 2004**  
Researched and wrote papers concerning European Union fiscal policy, including historical/current issues, the Growth and Stability Pact, and the Lisbon Agenda.
- **U.S. Embassy Paris, France (Intern – Junior Officer Level)** **June – August 2003**  
Completed work at the Junior Officer level, authoring extensive reporting cables through official State Department channels for the Economic, Science, and Political Sections. Covered diplomatic meetings, provided analysis of issues important to strategic policy-making, wrote press summaries. Extensive reading and diplomatic interaction in French at professional level. Received security clearance.
- **The Stanford Daily, Stanford University (Staff Writer; Editorial Staff)** **October 2001 – Present**  
Continual News and Features writer, landing all but one article on the front page. World and Nation Editor.
- **Learning Enterprises, Almalyk, Uzbekistan (Instructor)** **July – August 2002**  
Instructed English to 13-17 year-olds. Independently created program and curriculum, led activities.
- **WBZ Television (CBS affiliate), Boston, MA (Newsroom Intern)** **May 2001**  
Generated, researched, and developed story ideas; accompanied reporters.
- **Other:** 3-year tennis instructor for MIT Nike Tennis Camp's highest level group, Steward and server for Gourmet Caterers, legal clerk for MicroFinancial, Inc involving data processing tasks.

**Other Skills & Profile:**

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- **Leadership experience:** Stanford Ski Team officer (head of business ventures, lead practices, manager of housing and hill-space). Co-founder Delta Gamma Theta Alpha event society (regularly organize outings and social events). Elected freshman dormitory President. 2-year Co-captain of high school varsity tennis team, associate editor of high school newspaper.
- **Languages:** native English and German speaker, professionally fluent in French and Spanish.
- **Computers:** C programming, Excel and spreadsheets, PowerPoint, MS-Word, all general Web Browsers.
- Licensed Austrian Ski Instructor.
- Enjoy tennis, golf, skiing, traveling, and the company of friends.

A [REDACTED]  
PO Box [REDACTED]  
Stanford, CA 94309  
[REDACTED]@stanford.edu  
(650) [REDACTED]

Dear Stacie Sasaki,

As you may recall, I am a senior at Stanford University majoring in Management Science and Engineering, and am very excited about the career opportunities offered by UBS Investment Bank. The global success and reputation UBS Investment Bank, underpinned by the prestige and extensive network of banking services of UBS Group, make it an extraordinary firm to begin a career. The coupling of a long legacy of international banking with an entrepreneurial and quickly evolving investment banking arm makes this an exciting opportunity.

This past summer I interned in Group Strategy at Vodafone Group Plc, and a significant portion of my work involved market and competitor research to develop expansion strategies for the world's most powerful telecommunications company. In this process, I was introduced to both the strategic thinking that underpinned M&A activity, as well as the data that supported this thinking. From sitting on the inside of a major company going through the initial steps of M&A, I have become intrigued by the prospect of working on the investment banking end of this process, and actually seeing the financing process to its conclusion. I loved helping Vodafone solve its expansion issues, and would definitely enjoy helping other companies solve their finance-related problems.

I also believe that my past experiences leave me well-prepared and fully motivated to tackle the rigorous demands placed on analysts at UBS. My major in Management Science and Engineering has exposed me to finance, accounting, probabilistic analysis, and economics, in addition to a broad base of engineering. Extensive work in research and media, as well as work in sensitive and time-pressured situations (including the U.S. Embassy in Paris), have also trained me for the rapid pace of investment banking work. Numerous leadership roles have made me comfortable with responsibility.

Given the unique opportunity of your generalist program in Los Angeles, I would like to apply for that office in addition to your New York and San Francisco offices. Thank you for your time, and I look forward to an opportunity to further discuss my background and qualifications, as well as to learn more about the opportunities at UBS.

Sincerely,

[REDACTED]

Darr [REDACTED]  
P.O. Box [REDACTED]  
Stanford, CA 94309  
[REDACTED]@stanford.edu  
(818) [REDACTED]

October 6, 2004

Stacie Sasaki  
UBS Investment Bank  
299 Park Avenue  
New York, NY 10171

Dear Ms. Sasaki:

I am a motivated and hard-working student pursuing a full-time position in Investment Banking. The culture and excellence of UBS Investment Bank is something that I want to be a part of.

This past summer I interned at Barclays Capital in New York as an analyst in the Interest Rate Derivatives Product Control group. Using Summit and other Derivative related programs, I supported the daily trading of financial instruments, such as swaptions and cpi futures, mainly used to hedge risk. Throughout my ten weeks with the firm, I met with individuals of all levels in the IBD and DCM groups of the firm to learn more about their roles and responsibilities. These meetings increased my interest in investment banking and working with clients, primarily because of the quantitative nature of the modeling and creativity behind the pitches. This experience allowed me to discover the various business segments of investment banks and to narrow the career paths that I would ultimately choose to pursue. In addition, I have also interned as a Financial Analyst with the Internet Services group at Qualcomm in San Diego. This was my first corporate exposure to finance and was the work experience that was the foundation for my internship with Barclays.

In addition to providing a fast-paced and exciting workplace filled with the best and the brightest, UBS offers great potential for growth. I am attracted to the firm because of its vast global presence and specifically because of its growing momentum in the US. After speaking with several analysts at UBS, I am impressed by the willingness of many senior members to mentor analysts, giving the firm an even steeper learning curve than many shops on Wall Street. My work experience at Barclays, coursework at Stanford, and intrigue for finance have prepared me for a career in Investment Banking.

I feel confident that I am a great fit for UBS Investment Bank and look forward to further discussing my qualifications with you. Thank you very much for your time and consideration.

Very truly yours,

[REDACTED]