

Street Address
City, State Zip

Phone
Email address

Student Name

August 27, 2007

Ben Frank, Branch Manager
XYZ Financial Services, Inc.
1313 Rodeo Drive
Beverly Hills, CA 90210

Dear Mr. Garcia:

My varied skills and experience in finance, management, and communication, as well as my pending degree in business have prepared me for the position as a financial advisor in your branch. I am confident that I am capable to fill this position, referred to me by Bob Jones, another financial advisor in your office. Enclosed you will find my resume depicting my education and skills appropriate for employment with XYZ.

In addition to the required courses of my BA in Finance at the University of Utah, I also completed courses in International Business, International Law, and World Economics. The training received from these courses along with my fluency in Italian make me qualified to do business internationally as well.

With much experience in sales and cold calling, I have learned how to generate leads and find new clients. These experiences have qualified me to work diligently. The sales experience has also helped me to develop strong communication and client service skills. All of these skills will help me to maximize my efforts in fulfilling the position in your branch.

After reviewing my resume, I would appreciate an opportunity to further discuss my qualifications for the position and my goals to help contribute to the success of XYZ. I can be reached anytime by phone at (xxx) xxx-xxx or email at xxx@hotmail.com.

Sincerely,

Student Name

Enclosure

**Used with permission from student with alterations of identifying information*