

Sample Student

100 Euclid Avenue ♦ Columbia, Missouri 65201 ♦ Email: student@mail.missouri.edu ♦ Telephone: (555) 555-5555

Today's Date

Ms. Sample Employer
College Relations Manager
All-America Bank
270 Wall Street
New York, New York 10012

Dear Ms. Employer,

This past month I spoke with one of your college relations managers, Joe Schmoe, at your facility to inquire about possible positions in your company and after our conversation he gave me your information. I am writing today to express my interest to explore career opportunities with All-America Bank. I submitted my online application last week, and I wanted to follow up with you regarding the position.

Some background information about me that I did not have the opportunity to share in the application is the successful preparation and presentation of a budget proposal (\$39,000) as being one of the most rewarding and challenging experiences of my financial work to date. Not only did I defend my proposal in front of the Student Government's Finance Board, but I also administered the organization's allocated funds, including auditing and contract arrangements with guest speakers. My interpersonal skills have been a great asset in dealing with our constituencies and guests. As I approach my graduation from the University of Missouri this May, I have set my sights on banks that might benefit from, and build upon, experiences like this.

Thanks to personal research and formal studies of the banking industry, I am aware of the duties and responsibilities that come with working in this field but I'm eager to contribute this knowledge to your department. My qualifications will be very useful in the functions of financial analysis, research, planning, and control. I know it can be a pressure-filled environment, but I am up to the challenge. My additional work experience has helped enhance my communicative and creative skills. Through these opportunities, I have demonstrated my ability to maintain control under stressful conditions all while continuing to be enthusiastic, resourceful, and efficient.

I have enclosed my resume for your consideration, and would greatly appreciate the opportunity to interview for positions or programs appropriate to my background. I look forward to hearing from you in the near future. You can reach me at (555) 555-5555 or at my email student@mail.missouri.edu. Thank you very much for your consideration.

Sincerely,

Sample Student