

EXAMPLE 2

Your Contact Information

Address

City, State, Zip Code

Phone Number

Cell Phone Number

Email

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Date

Dear Mr./Ms. LastName,

I am very interested in the entry-level position that is available at ABC Investment Partners. I recently graduated from XYZ University College and am actively seeking employment with firms in the San Francisco area. My courses in investments, finance and business have given me a solid base upon which I plan to build to build my career.

During my college internships, I dealt with a variety of budgets and conducted market research while handling numerous administrative duties.

I have enclosed my resume for your review. Thank you for your time and consideration.

It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Typed Name