

SAMPLE COVER LETTER – PERMANENT JOB OPPORTUNITY

David Thompson

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November 1, 2007

Mr. Arthur Kiefer
Any Company
Vice President
123 Maryland Parkway
City, ST 12345

Dear Mr. Kiefer:

I am excited to hear about the Financial Planning position that you currently have available at Any Company. I am enclosing my resume, which outlines my educational background and experience in detail. My skills match the qualifications you are seeking and furthermore the position directly relates to my career aspirations in the financial industry.

As an intern for ABC Financial, I gained a considerable amount of knowledge and experience in financial planning. I was exposed to financial planning tools and even met with clients to discuss their personal financial goals and objectives. I also received my Series 7 license which should allow me to be a productive part of your team immediately. Additionally, I attended many training sessions and learned effective sales and customer service techniques that are important to a professional in this field.

You will see from my resume that I have many years of work experience which proves that I am a hard working and dedicated employee. I was actively involved in many organizations and activities in college which strengthened my leadership, time management and communication skills. I pride myself on being a true team player, but I also possess the ability to work effectively on an individual basis.

I hope you will give my application full consideration. I look forward to meeting with you to further discuss my skills and qualifications. Thank you for your time and consideration.

Sincerely,

{Signature}

David Thompson