

Cover Letter Sample

NOTE: Please do not plagiarize this or even recycle your own letters with minor modifications. This "form letter" approach lacks the personal touch. Compose your letters using your own words and style. Make each letter unique to the person, company, and position you are targeting.

March 10, 20__

Ms. Roberta Smith
Employment Specialist
American Century Investments
P.O. Box 410141
Kansas City, MO 64141-0141

Dear Ms. Smith:

Earlier this week, I enjoyed a brief conversation with Rhonda Thorn regarding my interest in Account Representative and Customer Support careers in the financial services industry. She indicated that multiple vacancies of this nature currently exist within your organization and that I should formally apply for consideration through you. Jerry Rowland, a friend and William Jewell alumnus, recently shared with me his high degree of satisfaction as an employee in your Account Support Department. American Century seems to be an exciting place to work.

During this discussion, I learned that the primary qualities and skills required to excel in these roles are telephone competence, a strong customer service orientation, basic administrative capabilities, and a genuine interest in the mutual funds business. Energy, dedication, and professionalism were also mentioned as keys to success. I possess over three years of client contact and office management experience at a mid-sized law practice. Providing solutions for customers and sending them away feeling well-served is something in which I take great pride. As a staff member in an extremely busy office, I've learned to manage time, priorities, and deadlines effectively.

Enclosed is my resume which outlines my credentials. You may note that I've worked very hard in the past several years to achieve my B.S. degree in Business, which will be awarded in May. My capabilities in finance, economics, accounting, marketing, and management have expanded dramatically. Finally, I have mastered a number of applications software programs that are increasingly critical in the modern workplace.

I've tracked American Centuries funds for the past few years and have been impressed with their performance. A company with such foresight, stability, and commitment to investor services is exactly what I seek. I would enjoy an opportunity to demonstrate my energy and communication skills in a face-to-face interview. Next week, I plan to follow up with you to investigate a convenient time. Thank you for your consideration.

Sincerely,

Chris Conklin
4300 S. Harrison
Grandview, MO 64163
(816) 765-2217

Enclosure