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Mr. John Foster
Human Resources Manager
XYZ Corporation
1234 North Main Street
Galesburg, IL 61401

Dear Mr. Foster:

Please accept the attached resume in consideration for the position of your Financial Analyst. As you will note, I am currently a senior at Knox College majoring in Economics with a minor in Business Finance. At the current time, I am exploring opportunities as a Financial Analyst with your company.

As a student at Knox College, a liberal arts institution, I have been exposed to many different disciplines and ways of thought. This has allowed me to gain an understanding for how many different things work together, which in turn, help me communicate and understand individuals from other walks of life. While at Knox, I have also worked in many group projects which have helped develop leadership and team-working skills. In many of my group work experiences, I have served as a leader because I am able to motivate those around me with a mixture of encouragement and attainable goals, which is something that I will be able to bring to XYZ Corporation. After researching your website and learning more about your organization, I understand that you offer a structured training program where the analyst has many interactions with several disciplines within your company. This is something which is of great interest to me.

With my background in Economics and Business, I will be able to provide your company advice on budgeting, forecasting, and cost analyses, which will help your firm continue to grow. This past summer, I was an intern with ABC Company where I had the opportunity to work with several branch locations and focus on customer policies. I have also had experience working at First National Bank. In summary, my experiences at ABC and First National allowed me to become familiar with the corporate world first-hand while also gaining valuable work experience.

XYZ Corporation would provide me an opportunity to work with great individuals. You realize the importance of strong leadership and customer relationships, which is something that greatly impresses me about your organization. If you need further information, feel free to contact me. Otherwise, I look forward to talking with you and your staff in the near future to discuss how we can work together to reach our goals. Thank you in advance for your time and consideration.

Sincerely,

Steven Wise

Enclosure: Resume