

Cover Letter Sample

Knox College
Box K-0001
Galesburg, IL 61401

May 5, 2000

Ms. Rebecca Goulet
College Recruiter
CNA Insurance Companies
333 South Wabash
Floor 31S
Chicago, IL 60685

Dear Ms. Goulet:

It was a pleasure speaking with you Friday regarding actuarial positions at CNA. As we discussed, I am forwarding my resume for your review.

I am very impressed with CNA's focus on employee development. Your actuarial development program with the voluntary rotational option would certainly help me obtain the well-rounded business expertise I am seeking.

My previous actuarial experience, obtained through my internship with State Farm Insurance, along with the two exams I have passed should make me an excellent candidate for this position. Additionally, my part-time work as a bank teller has enhanced my general business and communication skills.

I look forward to hearing from you soon. I may be reached at (309)341-9999 or by e-mail at jmalcom@knox.edu. Thank you for your consideration.

Sincerely,

Jose Malcom

Enclosure