

Resumagic.com: Networking Cover Letter Sample

Jane Smith

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Ms. Jane Doe
Human Resource Manager
Acme Bank
123 Elm Street
Anytown, ST 00000

Dear Ms. Doe:

Your colleague, Roger Davis, recommended that I contact you about employment opportunities with Acme Bank, as he is familiar with my qualifications and thinks I am the type of enterprising person Acme might like to have as an employee.

For about four years now, I have been employed as a bank loan officer, with seven years total experience working in the banking industry. My recent accomplishments include:

- Winning three performance awards for originating a significant number of loans in a short period of time
- Achieving the #1 ranking in both 2002 and 2003 for originating more loans than any other loan officer in a 22-branch region

Although I am very happy with my current employer and position, I am searching for a more challenging position where I can more fully utilize my abilities and work on realizing my career goals. I feel confident that the experience and success I have achieved would be an excellent addition to your growing bank and help you build a solid customer base.

Enclosed is a copy of my confidential résumé. Should you feel my qualifications meet the needs of your cooperation, please contact me at the number above so we can arrange a mutually agreeable interview time. Thank you for your time and consideration.

Sincerely,

Jane Smith

Enclosure