

March 31, 2005 ← *Date*

Jane Smith
123 Shady Lane ← *Your name and address*
Salem, OR 97301

Jennifer Smith
Waddell & Reed, Inc. ← *Recipient's name, company, address*
198 Commercial St. SE
Salem, OR 97301

Dear Ms. Smith, ← *Salutation remark*

Provide your background and unique characteristics in the body of the letter

Refer to position of interest ↗

This letter is in response to the ad I viewed through Careerbuilder.com. I am interested in the opportunity to become a financial advisor with your company. In an industry where products are similar and clients are often fickle, it is a dedication to customer service that often sets firms apart. After reading this letter and enclosed resume, I believe you will agree that my customer service skills would be a strong asset to your organization.

My current role within the financial industry is mainly supportive. While it has been an enlightening experience, I am looking for growth beyond what I believe my current employer can provide. I also desire a greater challenge and a greater sense of satisfaction; both of which can be met through your company's dedication to providing individualized financial plans to suit a client's short and long term needs.

I look forward to the chance to sit down with you and further discuss your company's needs and expectations from its financial advisors. Thank you for your time and consideration of my resume, and I look forward to hearing from you soon.

Sincerely, ← *Closing statement*

Jane Smith ← *Signature*

Encl: Resume ← *Refer to any attachments that you submit with the letter*