

1234 Cedar Avenue  
West Long Branch, NJ 07712

January 9, 20xx

Mr. Robert Smith  
Vice President, Human Resources  
Bond Street Investments  
32 Old River Highway  
New York, NY 10005

Dear Mr. Smith,

I am writing to express my interest in the Equity Analyst position advertised through your company website. I am a recent graduate of Monmouth University, where I earned my Bachelor's in Economics. Now I would like to pursue a career in Banking where I can continue to learn and grow in a position that will allow me to make a valuable contribution to your company.

My academic background has provided me with a strong understanding of business principles, and these are complemented by my exceptional ability to apply my knowledge and training to real world situations. Previously, I interned last summer at Merrill Lynch, spending 12 weeks in their New Accounts program. My responsibilities included working with traders, entering new client's information in Merrill's database, and answered customer inquiries. I am confident the skills learned from this experience can be migrated to the position for which I am applying. In addition, I have taken several advanced courses in Mathematics, including Calculus II and Financial Modeling. I also possess technology skills, and am familiar with all Microsoft programs.

In today's job market the competition for excellent opportunities is very high. I truly believe my experience and attitude can make a significant contribution to the company. It would be a pleasure to meet with you sometime in the near future to continue this discussion.

I can be reached at the address above, by phone at 732-759-1001 or via email at [johnmack@aol.com](mailto:johnmack@aol.com).

Sincerely,

John Mack