

## Cover Letter Example

120 N. Eagle Ave.  
Evansville, IN 47712  
[jsimmon@usi.edu](mailto:jsimmon@usi.edu)

June 27, 2009

Contact, Title  
Company  
Address  
City, State Zip

Dear Mr. Wood:

While searching the University of Southern Indiana (USI) Career Services and Placement job postings, I noticed that **Company** posted a **position** position. Please consider this letter and resume as an indication of my strong interest in the position.

Recently, I graduated from USI with a Bachelor of Science in Business Administration with an emphasis in finance. My experience has included working part-time as a bank teller with Old National Bank and completing a 150 hour internship at American General Finance. Both of these experiences have allowed me to view two different aspects of the financial market, thus allowing me to better understand the financial arena and become a more focused employee. In addition to my previous experiences and my excellent leadership and time management skills, I have a strong desire to work in the finance industry and will be an asset to any organization.

After reviewing my resume and qualifications, I believe you will find that I would be an outstanding candidate for the **position** available at **Company**. I look forward to learning more during a personal interview. You may reach me by telephone at 000-000-0000 or e-mail [jsimmon@usi.edu](mailto:jsimmon@usi.edu).

Sincerely,

John Simmons

Enclosure: Resume

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