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Career Services

12345 Green Street  
Greeley, CO 80631

December 10, 20XX

Ms. Jean Blue  
Retail Recruiter  
Third Interest Bank  
301 Yellow Street  
Denver, CO 80654

Dear Ms. Blue:

I am interested in joining Third Interest Bank as a personal banker. I recently became aware of this opportunity while reviewing your website for potential employment opportunities. I am eager to offer my knowledge of the finance industry as well as my extensive customer service experience to Third National Bank in the role of a Personal Banker.

I will graduate from the University of Northern Colorado (UNC) in December 20XX, with a Bachelor of Science degree in Business Administration and an emphasis in Finance. Through my educational experiences, I have studied banking systems and gained an understanding of the various products a bank may offer its customers. In addition to my experiences in the classroom, I also have extensive experience serving customers as a student financial aid assistant in the financial aid office of UNC. My resume is attached for your review.

I have been interested in pursuing a career with Third Interest Bank for quite some time. This interest developed when Dick Smith from your Greeley office presented to my Financial Markets and Institutions class. His presentation of "People, Service, Products" made me realize how my experience would align with the bank's mission. As a Student Financial Aid Assistant, I was awarded the distinction of "Service Employee of the Month" for 3 consecutive months. This award is given only to employees who know their customers well, serve their customers with enthusiasm, and know their products thoroughly. I would be pleased to offer this same service to customers of Third Interest Bank.

Please review my attached resume for additional information about my background. I look forward to the opportunity to further discuss this position with you. I will contact you during the week of December 14<sup>th</sup> to ensure that you have received my resume and to answer any questions you may have. My cell phone number is (999) 999-9999, and I can be reached there at anytime of any day. Thank you for your time and consideration.

Sincerely,

Stephen Moneybags