Date: 24 April 2009

John Smith

Director and Owner

City Bank of Elms  
32 S Riverview,  
14 Three Elms field,  
Garby Stourling, GN 68302  
(914) 555-2909

Dear Dr. Smith:

SUBJECT: APPLICATION AS AN INVESTMENT ANALYST

Dear Mr. Clarke,

I am interested in applying as an investment analyst for the City Bank of Elms. I learned about the opening through the local paper’s classified ads last Sunday. I heard lot of positive feedbacks and descriptions about your company through the internet, magazines and newspapers and that inspired me to pursue my career under your management. Moreover, I see that my qualifications fit your requirements.

I took my degree of Bachelor of Science Degree in Banking and Finance from the London University. I am currently working as an Investment Banking Analyst at Wells Fargo Investment Bank, for the last four years. I consider that my education, skills, knowledge and experience match with your requirements for this position. Details can be further seen and examined on my resume.

I look forward to meeting you for an interview any day and time this week. You can contact me through (692) 810 3810 or email me at [jackthomas@hotmail.com](mailto:jackthomas@hotmail.com). Thank you for your valuable time and consideration.

Sincerely,

(Signature)

Jack Thomas

Enclosure Resume.