July 19, 2009

Ms. Jennifer Roberts

Human Resource Manager

Styles Investments Inc.

559 Dickens Lane

Wichita, KS 67201

Dear Ms. Roberts:

I am applying for the position of Senior Account Coordinator, which you advertised yesterday (July 18, 2009) onlinewww.stylesinvestmentsinc.com. The position you posted is quite appealing to me (definitely to other applicants as well), and fit perfectly my educational and recent career background.

I am a graduate of Wichita Technical School with a degree in B.S. Finance. Please find attached CV for your reference. I also worked with Davidson’s Investment Inc. as one of their Senior Account Coordinators. Please find attached letter of references.

My goals and work experience highly matches your requirements. Added to this, I do feel that I will be able to perform my job (if hired) effectively and perfectly. I cannot also hide the fact that I am excited with the idea of being able to work with one of the best and well-known Investment firms in the US today.

If you would like to discuss any of my submitted documents or otherwise interview me for the job, please do feel free to contact me anytime through my mobile number (316) 6587777 or through email[asheperd@aol.com](mailto:asheperd@aol.com).

Thank you for your kind consideration.

Sincerely,

**Alexis Shepherd**

Alexis Shepherd