

# Grace Olson

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Bank of America  
Indianapolis, IN 24040  
cprince@bankofamerica.com

To Whom It May Concern:

Please accept this letter as an indication of my interest in the open Customer Engagement Coordinator role (#031210-528) posted on your website. With my undergraduate background in event coordination along with direct experience in employer relations, I believe I could make a valuable contribution to Bank of America Corporation in this position. Jane Doe, the Financial Coordinator at Bank of America Indianapolis, recommended that I apply for this position.

**(Paragraph One: The position to which you are applying, and how you heard about the position. If you have any personal contacts, mention him/her here.)**

In May, I will complete my B.A. in Business Management with a minor in Communication Studies at Taylor University. The courses I have taken have allowed me to be involved in projects that have given me experience in planning, executing, and assessing corporate events. In addition, I have completed several branding projects through my internship with World Vision, where I served as their Public Relations and Marketing Coordinator Intern.

**(Paragraph Two: Connect your specific skills & experiences to the position. Give specific examples of work you've done and experiences you have)**

I would welcome the opportunity to work for Bank of America Corporation in this role. I was encouraged to learn about Bank of America's commitment to its core values as well as the standard employees adhere to through your code of ethics. I strive to align myself with these same values; such as integrity, trust, and compassion. I would enjoy being part of a corporation whose work is built on a tradition of excellence in serving all stakeholders from individuals to small businesses and corporate international partners.

**(Paragraph Three: Humbly show them "why you might be a great fit for the job." Research the company and mention its goals, mission, or products.)**

Thank you so much for your time and consideration. Please let me know if you need anything further to consider me for this role. I look forward to hearing from you.

**(Paragraph Four: Thank the company, and open future conversations.)**

Sincerely,

Grace Olson