

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