

Your Address  
City, State Zip  
(Phone number or email optional)

Today's Date

Mr. Joe Smith  
Assistant Manager of Brokerage Operations  
Dain Rauscher  
1234 Oak Street  
Minneapolis, MN 12345

Dear Mr. Smith:

I was delighted to meet you recently at the Minnesota Private College Job Fair. Our conversation left me more excited than ever about the prospect of an entry-level Brokerage Operations position at Dain Rauscher. Currently, I am a senior with a major in Communications and a minor in Marketing at the College of St. Catherine, and will graduate in May, 2007. I am eager to learn more about opportunities within your department, and to share my resume with you.

My work experience, coupled with my academic preparation, makes me an excellent candidate for a Brokerage Operations position. Dain Rauscher promotes itself as "an enterprise passionate about client service." I believe that my strong communication and analytical skills would enable me to provide superior customer service and attend to clients with accuracy and detail. I am accustomed to handling multiple projects simultaneously, and have frequently exercised this ability in both my para-professional position as a Resident Assistant at the College of St. Catherine, and in my current internship with ABC Services. In both of these positions I have been responsible for providing comprehensive customer service to diverse constituencies, for planning and organizing programs and events, and for positively contributing to a team effort.

I would welcome the opportunity to meet with you to further discuss open positions in your department. I look forward to talking with you and to answering any questions you may have for me.

Sincerely,

(sign your name here)

Type your name