Susan Sellers

555 Cowley Avenue

East Lansing, MI 48823

July 1, 2015

Mr. Jack Pierpont, Hiring Manager

Sunset Banks

457 East Grand River Avenue

East Lansing, MI 48823

Dear Mr. Pierpont:

Your advertisement (#1277) for a mortgage loan associate position caught my eye. I believe that my college finance experience, and my strong interpersonal, communication, analytical, and organizational skills make me an excellent candidate for the position.

I recently earned a bachelor’s degree in finance (with a specialization in financial markets and institutions) from Michigan State University and graduated with a 3.70 GPA. In the summers of 2013 and 2014, I participated in an internship with Bank of America, and was named “Intern of the Month” for July 2014.

Because of this experience, I believe I will be able to make an immediate contribution to Sunset Banks. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to your company.

I will contact you shortly to see if you have received my application materials and request an interview. Thank you for your time and consideration.

Sincerely,

Susan Sellers