

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Addressee, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Mr./Mrs./Mrs.,

As a recent graduate of State College, I am writing to you to seek your help in developing my contact database and to further my job search. My background in banking customer service (see attached resume) has been a good basis for my early years of work, but now I have a B.A. in Business Management to apply to my next position.

As my work to date has been primarily in the banking industry, I would like to explore ways to market my skills and degree into another financial institution or investment firm like the one you are managing.

I am available to meet or talk with you at any time to discuss how my talents could best be utilized within your industry.

Thank you for your consideration and I look forward to speaking with you in a few days when I call, if I do not hear from you in the meantime.

Sincerely,