

Kevin Morrison

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Ms. Lori Taylor
MFC Bank
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Taylor:

As a senior office assistant for KCG Financial, I was praised in my annual review for finding a more precise and efficient way to schedule meetings and business trips. I'd love to apply that same sense of innovation and continuous improvement at your bank.

I'm a clerical assistant with 5+ years of experience in the banking industry. During this time, I've reinforced the following core strengths:

- Combine steady focus on due diligence with a willingness to try creative, practical new office administration methods
- Expertly balance multiple tasks and priorities in a demanding, fast-paced corporate environment
- Consistently meet deadlines while upholding high standards of compliance and accuracy
- Equally effective working independently or on a team

Your job posting intrigued me, particularly the call for someone "committed to helping us support our clients with valuable investment products and banking services." I'd greatly appreciate the chance to discuss how I can fit that role perfectly at your bank.

Please call or email me to arrange an interview. I will follow up with you soon to confirm you received my resume and see if you have any initial questions. Thank you for your time and consideration.

Sincerely,

Kevin Morrison