

Sample Prospecting Letter

849 North Creek Avenue
Skokie, IL 60067

March 29, 2011

Mr. Timothy Ward
Director of Human Resources
National Bank of Chicago
820 N. Michigan Avenue
Chicago, IL 60601

Dear Mr. Ward:

I read your company's description in Loyola University's RamblerLink system and would like to inquire about opportunities in your management training program. I am seeking employment in the banking industry in the Chicago area.

My interest in finance began in high school and developed through a variety of internships during college. My internship with a local Skokie bank convinced me to pursue a career in banking. When I researched the top banks in Chicago, the National Bank of Chicago emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In addition, Samantha Fein's presentation given on Loyola's campus illustrated a match between National's philosophies and practices and my own career goals. I believe you provide the kind of professional environment to which I could consistently contribute.

I have enclosed my resume for your consideration. While my education and experience match your website's list of preferred qualifications for your management trainees, they do not tell the whole story. I know from internship supervisor feedback that I have the financial skills and motivation needed to build a successful career in banking. Through that internship experience I also acquired confidence in my career direction and in my abilities to perform competently and professionally.

Although I know you must have a very busy schedule, I would appreciate a few minutes of your time. I will call you next week to discuss possible employment opportunities at National. In the meantime, if you prefer to contact me, my number is (773) 555-1212. I look forward to talking with you. Thank you very much for considering my request.

Sincerely,

Sydney Bristow