

John Doe
123 W. Armitage Ave
Chicago, IL, 60639

July 18, 2019

Dear Hiring Manager,

As a Davidson College graduate with a Bachelor's Degree in Economics, I have developed an interest in financial services. I have also developed strong organizational, leadership, and analytical skills while also balancing academics and executive positions in different college organizations. I believe these skillsets would be a perfect fit for the role of Personal Banker. My academic record shows I have a great work ethic, strong desire for learning, and an extensive coursework. Additionally, my resume demonstrates that I hold the required analytical, leadership, and interpersonal skills required to succeed at First American Bank.

I am certain that the knowledge and skills I have acquired throughout my undergraduate career at Davidson College will prove an asset to First American Bank. Through both my Statistics and Econometrics courses, I have gained an important understanding of statistical programs, such as STATA and Excel, and ways by which these programs can be used to solve comprehensive problems. The quantitative aspect of my economics major helped me develop an attention to detail and has greatly sharpened my analytical skills. In my Intermediate Accounting class, I learned how to effectively analyze and create financial statements like balance sheets, income statements, and statement of cash flows. Through our class project, we were assigned to prepare a financial analysis of a publicly traded company by analyzing public financial statements, assessing financial ratios, forecasting future market trends, and compiling an organized presentation of our findings.

Outside of the classroom, I have been involved in several leadership roles on campus. These roles allowed me to effectively learn how to communicate, work together, and organize events with a diverse group of people. For all four years, I served as treasurer for the Organization of Latinx Students (OLAS) where I managed an operating budget of \$13,300 and achieved a budget increase of 3%. My biggest achievement in my undergraduate career is becoming a founder of the first Latino Greek Organization on campus. In the fraternity, I served as the community served chair and helped coordinate service projects between the local community, the fraternity, and the school by scheduling dates, recruiting volunteers, sending out reminders, and leading events. My senior year, I also formed part of the Student Government Association (SGA) where I led the career and financial literacy committee which helped grant students more accessibility to learn more about internships and networking opportunities. During my summers, I worked as a sales associate for both Sears and Custom appliance. My past work experiences helped me learn to deliver excellent customer service, promote teamwork, and build interpersonal skills required to build relationships with clients.

Based on my knowledge acquired through academics, strong work ethic, and interpersonal skills acquired through my leadership roles in college and work experience, I am confident I would make a solid candidate as a Personal Banker at First American Bank. I look forward to an opportunity to meet with you, and I thank you for your consideration. You may reach me at xxxxxxx@gmail.com or XXX-XXX-XXXX.

Sincerely,

John Doe