

Cover Letter Sample #1

John Smith
2375 Apple Wood Drive
Merced, CA 95340

Mr. Matthew Hart
Manager
Wells Fargo, Merced
5200 Sherman Road
Merced, CA 95340

March 28, 2012

Dear Mr. Hart,

I discovered a recent job opportunity through the University of California, Merced's Career Services Center's website, and would like to express my interest for the bank teller position at Wells Fargo. As a third year management major, with three years of dedication to the Business Club as Vice President of Community Outreach, I can assure you that my skills and experiences will help improve your business sales and customer loyalty.

My main interest in being a part of Wells Fargo stems from your company's impressive reputation. The prestige of the firm is best captured through your company's value in building strong relationships with their customers. I can relate to Wells Fargo's value with my personal experience of trying to create new partnerships with local businesses to help improve the Business Club's connection network for events, workshops, and campus guest speakers. With hard work, determination, and persistence, I was able to solidify 10 new businesses for next year's events. I believe that with my passion for business and motivation to improve any type of numbers, I can be a valuable asset to your branch.

Thank you for taking the time to consider me as a prospective bank teller for Wells Fargo. I welcome the opportunity for an interview on a time and day that works best for you. If you have any questions regarding my academic or business accomplishments, please feel free to call or email me at any time.

Sincerely,