

123 Home Street Address
City, State 26234

February 15, 2016

Ms. Mary Nelson
Human Resources Manager
Salin Bank Corporation
2900 Rosemont Avenue
Rosemont, IL 60018

If sent via email per request

←-----www.salin.com

Dear Ms. Nelson:

I am applying for the staff auditor position that was advertised in the Indianapolis Star on Sunday 2-14-16. The position fits well with my education, professional employment experience and career interests.

Your ad outlined a number of position requirements; outlined briefly below are a few key areas listed that I possess:

- **Eye for Details** – saved \$2K for a key account by noting several omitted items;
- **Effectiveness of Controls** – revised AP process which saved a documented \$4K;
- **Oral & Written Communication Skills** – presented financials at the annual stockholders meeting and prepared accompanying financials distributed there;
- **Strong PC skills** – advanced user of Excel and Access, moderate user Word and Power Point; served as in-house trainer for new Excel and Access users;
- **BS in Accounting** – earned BS in Accounting and an MBA;
- I have additional strengths requested for this position (**5 years auditing experience**), as well as other attributes that would serve your company well.

As briefly outlined above, my background and career goals seem to match your needs and desired candidate's qualifications. I am genuinely interested in the position and in working for Salin Bank. You enjoy an excellent reputation and come highly recommended to me by several professionals in the industry.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged at your convenience. If you want to reach me, please contact me at 317.123.4567 (cell phone) or at imhopeful@sbcglobal.net.

Thank you for your consideration. I look forward to meeting you to discuss your needs.

Sincerely yours,

Sign in ink (blue if possible, if sent US mail).

Name typed