

[Your Name]

[Your Address]

[Date]

[Recruiter's Name]

[Recruiter's Title]

[Company's Name]

[Company's Address]

Dear Sir/Madam/Ms./Mrs./Mr.,

I am seeking a responsible position as a financial research assistant in which I may use my training to solve financial problems. I would be interested in exploring the possibility of obtaining such a position within your firm.

I received a Bachelor of [Your Major] degree in finance from [University's Name] in [Year]. Since [Month, Year] I have been participating in the [Program Related to the Job], in [City]. In the program I was assigned to several staff sections in apprentice positions. Most recently, I have been a [Title/Position] in the Accounting Department and have gained a great deal of experience. Details of the academic courses I have taken are contained in the enclosed resume.

I look forward to meeting you soon in an interview.

Sincerely,

[Your Name]