

Prospecting Cover Letter Example

Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr./Ms. Last Name,

I am interested in finance and would like to inquire about possible openings within your organization. International Finance Corporation's Professional Leadership Program has been recommended to me by a previous co-worker as one of the most highly regarded corporate finance training programs in the industry. I am extremely interested in learning more about your company and possible available opportunities.

I have a Bachelor's Degree in Accounting from Oregon State University. In addition, I completed two internships focusing on finance and spent a summer working for DEF Corporation at its New York City headquarters. From these internships I gained skills that make me an ideal candidate for your corporation, including an analytical and logical approach to problem solving, excellent communication skills, both in verbal and nonverbal communication, ambition, marketing/sales skills, and excellent organization.

My resume, which is enclosed, contains additional information regarding my experience and skills. I would appreciate the opportunity to discuss the leadership program with you and to provide further information on my candidacy. I can be reached via my cell phone, 555-555-5555 or by email at bbbb@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about possible opportunities within your company.

Sincerely,

Your Typed Name