

Sample Cover Letter for a Banking Professional

Craig Finn
2224 West 111th Street
Chicago, IL 60643

September 1, 2015

Jane Siberry, Lead Recruiter
Morgan Stanley
440 South LaSalle Street, Suite 3800
Chicago, IL 60605

Dear Ms. Siberry:

Your firm's advertisement for a senior financial analyst position (job listing #4810) caught my attention. I believe that my work experience and skill set make me an ideal candidate for the job.

I have 10 years of experience as a financial analyst, including the past seven years at industry leader HSBC Bank USA. My areas of expertise are the traditional and alternative energy sector, and I served as the lead analyst to Siemens on its \$250 million acquisition of Prairie Wind Corp. I have a master of business administration in analytical finance from Northwestern University, and I have continued to update my professional skills by earning the Chartered Financial Analyst certification from the CFA Institute. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to Morgan Stanley

I will contact you shortly to see if you have received my application materials and request an interview. I would appreciate the opportunity to meet with you to discuss how my background might fit your firm's needs. Thank you.

Sincerely,

Craig Finn
2224 West 111th Street
Chicago, IL 60643