

Your Full Name
Your Street Number and Street Name
City, State Zip code

John E. Smith
Director of Personnel
New York Bank
123 Random Avenue
New York, NY 11011

May 12, 2010

Dear Mr. Smith:

The accompanying résumé is in response to your listing on New York Bank's website for a security officer.

I am especially interested in this position because my experiences as a senior security professional in the Army have prepared me for a disciplined, secure work environment and the challenges associated with unexpected events. I'm looking forward to using this experience for enhancing the security of a growing and community-conscious bank. I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. My ideas on how to improve your bank's security posture may be of particular interest to you. Therefore, I will call your office the morning of May 27th to inquire if a meeting can be scheduled at a convenient time.

Thank you for your time and consideration, and I look forward to meeting you.

Sincerely Yours,

(Sign here)

Jane Doe

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