

## SAMPLE COVER LETTER: EXPERIENCED

3001 Largo Road  
Virginia Beach, VA 23450  
August 15, 20XX

Mr. Damien Hall, Director  
PRC Bank  
50 Winding Road  
Alexandria, VA 22301

Dear Mr. Hall:

I am writing at the recommendation of Lee Garland to apply for the Senior Financial Analyst Position with PRC Bank. With over 15 years of experience in banking and finance and proven leadership skills, I believe I can help PRC Bank increase revenues and remain a leading financial institution in the Mid-West Region.

My considerable experience and expertise in leading financial institutions makes me a strong candidate for PRC Bank. I have directed major mergers for three of the largest banks in the nation, overseen global expansion initiatives for a leading financial consulting company and hold a certification in Six Sigma. I am a visionary leader with proven ability to build strong teams, develop accurate forecasting models and manage change. Moreover, I firmly believe in long-term succession planning and strengthening today's workforce to sustain tomorrow's vision. If hired, I am certain that I can effectively and efficiently help to navigate PRC Bank through this challenging economic time.

My resume is enclosed for your review and I welcome the opportunity for an interview to discuss the position and my qualifications further. My phone number is (555) 555-5555 and my email is Tbarr@yahoo.com. I look forward to hearing from you.

Sincerely,

Todd Barr