Jarvis Applicant

123 Business Rd., Business City 54321 · 555-555-5555 · jarvis.applicant@email.com

September 1, 2018

Juanita Jones

Senior Analyst

Avery Insurance

123 Business Rd.

Business City, NY 54321

Dear Ms. Jones,

I would like to express my interest in an insurance analyst trainee position with Avery Insurance. Throughout my job search and conversations with insurance industry personnel, I have come to respect the professionalism that characterizes your firm and its employees. I am confident that Avery Insurance’s values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for your Insurance Analyst Trainee role, or a similar position that requires refined analytical and communication skills.

Evidence of my leadership and analytical skills can be seen in my responsibilities as analyst intern at Baldwin Insurance and my commitment to academics. My educational background in government and business, combined with my internship experiences, has been excellent preparation for an analyst career with Avery Insurance.

Please review the enclosed resume and references and consider my application for your Insurance Analyst Trainee role. I would appreciate the opportunity to meet with you in New York and explore the company environment, as well as possible job opportunities. I will call your office next week to discuss these possibilities.

I look forward to exchanging ideas with you concerning a career at Avery Insurance and the positive contributions I would offer as a member of your organization.

Thank you for your consideration.

Jarvis Applicant (signature hard copy letter)

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