

JANE H. DOE

123 North Silverdale Drive, Apt. 25
Johnson City, TN 37605
Cell: (865) 555-1212 or (423) 444-5566
jhdoe@xyz.com

April 19, 2010

Ms. Tiffany Case
Associate Manager of Human Resources
Morgan Stanley Dean Witter
221 Wall Street
New York, NY 10048

Dear Ms. Case:

I was pleased to learn from the Career and Internship Services Office at East Tennessee State University about your employment opportunities in the financial division of Morgan Stanley Dean Witter. I have a long-term career interest in financial services and believe that my intensive study in business administration has positioned me to become a contributing member of your management trainee program.

In addition to academic preparation, my membership on the ETSU Women's Soccer team contributed to the development of my leadership and teamwork skills. It also crystallized my determination to excel. As a person who respects individual effort and open communication, I know that a competitive spirit can contribute to the success of the entire team.

My resume is enclosed for your review. I sincerely appreciate your time and consideration of my application, and hope to meet with you for a personal interview.

Sincerely,

Jane Doe

Enclosure