**Student Name**

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | name@etsu.edu

March 25, 2019

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 Handshake 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 résumé is included for your review. I sincerely appreciate your time and consideration of my application, and I hope to meet with you for a personal interview.

Respectfully,

Student Name