

1234 Master of Aeronautical Science Drive  
Cocomo, Florida 15555

Date

Contact Name

Contact Title

RBC Dain Rauscher

1 Bausch and Lomb Place

Rochester, New York 14604

RE: Aviation Sales Associate (72225)

Dear Mr./Ms Lastname,

This letter is to express my interest in discussing the Aviation Sales Associate position posted on CareerBuilder.com. I wanted to personally impress upon you that I have the social responsibility, diversity, quality and other core values that RBC Dain Rauscher looks for in an employee. I am particularly interested in becoming an Aviation Sales Associate because of my interest in combining my flight credentials and skills acquired with my Master of Aeronautical Science degree.

My ability to be a productive Aviation Sales Associate is evident by my capability to negotiate orders, work independently, prioritize, and effectively communicate. I have excellent organization, problem-solving, and record keeping skills, as I was able to reduce back-log by 61% within the first four weeks of reporting to the Navy Training Center. During my military career, I continually served in positions of leadership and achieved results through attention to detail and by exceeding every safety, quality and service goal set for my team. My superiors have documented my success by stating in my evaluations that I am an "expert advisor" with "exceptional managerial skills."

I believe I have the education, professional experience, and track record to be a valuable asset to RBC Dain Rauscher. I am motivated and enthusiastic, and would appreciate the opportunity to discuss with you how I can contribute to the success of your growing company. Please contact me at 555-555-5555, or via email at: xx@xx.com at your earliest convenience to schedule an interview. Thank you for your time.

Sincerely,

First and Last Name

Enclosure: Resume