

NTI Day 7 Packet

1. There is a sample letter of application (cover letter) on the back of this page. You need to write your own letter of application using the sample as a guide or you may research other samples and use them as a guide if you wish. You can type and print this if you choose, however, if you can not print before class, hand write it so you can turn it in.

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Dear Hiring Manager,

I was excited to hear about the Farmers Financial Solutions New Account Administrative job opening being listed. I have been working through Molly Brown Temps in FFS since late November 2005. I have other experience in a variety of fields including insurance and finance.

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,

Wendy Bowman