**To**

**Mr. Henry Matheson**

**Senior Manager**

**Sales Department**

**Garrison Enterprises Ltd**

**New York, USA**

**18th March 20XX**

**Subject: A cover letter to the application for the bank sales consultant job position.**

**Respected Mr. Matheson**

I am Ms. Hanna Morrison and this letter is being written in reference to the application filed for the bank sales consultant job position. The job vacancy as mentioned on the company website calls for applications from post graduate students. I believe I am suitable for this position as I possess the skills and experience needed for this job.

This company has set an example for many in terms of operations and technology used. It will be a privilege to work here in cooperation with the experienced employees and staff. As far as my qualifications are concerned, I have attained a bachelor’s degree and a master’s degree both from prestigious institutions. The complete details of my educational qualifications are mentioned in the resume and the transcripts that are enclosed with this cover letter. I also have prior working experience of 4 years in the field of banking and sales.

The strenuous educative years have taught me to be calm and composed under pressure, while still striving for detailed perfection. I believe these traits will be helpful while working for this position. I am extremely hard working, have excellent communication skills, and am very adaptable. If given the opportunity to be associated with this firm I will give my best.

**Thanks and regards**

**Ms. Hanna Morrison**

**New York, USA**