**April 5, 20XX**

**Felicia Richards  
Human Relations Director  
Embassy Enterprises, Inc.  
1452 Flower Street  
Los Angeles, California 90007**

**Dear Ms. Richards:**

With solid experience in prospecting for clients, presenting effective proposals, and closing sales as a Field Associate for Premiere Financial Group in Irvine, I feel I can be an asset to your firm in the position of Fund Accounting Trainee.

In addition to a Master of Arts in Economics awarded from Boston University, I can also offer:

* Proficiency in forecast planning and modelling using STATA, SPSS, SAS, and Excel.
* Superior mathematical capabilities and economic intuition, coupled with experience in large data sets and limited dependent variable modelling techniques.
* Academic expertise as an economics tutor for State University in Los Angeles.
* Excellent time management and multi-tasking skills in a fast-paced, challenging environment.
* An enterprising attitude reflected by the current pursuit of NASD Series 6, 7, and 63 licenses, along with Life and Health insurance licensing.
* Technical competence in MS Office & Works Suite, Outlook, and Internet browsers.
* Fluency in English, Spanish, and French.

Additional capabilities are listed in the enclosed résumé. In an effort to discuss this matter further, I will be calling your office in the next few days to see if we might set up a time to meet.

If you have any questions, I can be reached at the number listed below.

**Thank you for your attention.**

**Sincerely,**

**Dennis Fairchild**