



Prospecting Letter

December 2, 20**

Ms. Hillary Jones
Director of Human Resources
BB&T Corporation
1111 Morgan Road
Cleveland, OH 55555

Dear Ms. Jones,

I recently learned of your company through the member directory for the Cleveland Area Chamber of Commerce. I would like to inquire about possible summer internship opportunities; my strong desire to return to Cleveland and to pursue a career in financial management makes BB&T Corporation particularly appealing to me.

My interest in finance began in Junior Achievement while in high school and developed further through several sales positions during college. My internship with Northwestern Mutual Financial Network last summer convinced me that pursuing a career in financial management is what I would like to do after graduation.

My resume is attached for your consideration. My business administration major and past experiences would allow me to be a great addition to your team. Client and supervisor feedback confirms my interpersonal skills and strong motivation needed to build a successful career in financial services. My varied experiences give me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will follow up with you in two weeks to discuss how I could be an asset to BB&T this summer as an intern. In the meantime, if you wish contact me, my number is 614-393-9999.

Thank you for considering my request. I look forward to speaking with you.

Sincerely,

Carter Clements