

930 Highland Ave.  
State College, PA 16801  
Nov. 15, 2000

Mr. Gerard Berger  
Manager of Human Resources  
Allen Investments Inc.  
1023 Collins Ave.  
Philadelphia, PA 19122

Dear Mr. Berger:

I am applying for the position of client account coordinator, which was advertised Aug. 4 with the career services center at The Pennsylvania State University. The position seems to fit very well with my education, experience, and career interests.

According to the advertisement, your position requires excellent communication skills, computer literacy, and a B.S. degree in business, economics, or finance. I will be graduating from Penn State University this month with a B.S. degree in finance. My studies have included courses in computer science, management information systems, speech communications, and business writing. I understand the position also requires a candidate who is team- and detail-oriented, works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at Hunter & Katchur Finance Inc. in Boalsburg, Pa.

My background and goals seem to match your requirements well. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic, nationally recognized investment management firm.

If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at 814/555-2468. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

*Amy Sherwood*