**Suzy Sample**

XXXX Avenue

Anytown, CO 80999

Cell: (XXX) XXX-XXX Email: SuzySample@provider.com

January 31, 2021

Mr. Career Coach

RBC Wealth Management, a division of RBC Capital Markets, LLC

111 South Tejon Street, Suite 200

Colorado Springs, CO  80903

Dear Mr. Coach,

Thank you for taking the time to discuss career pathways and opportunities with me. I appreciate your offer to connect me with other professionals in the field who can expand my knowledge and provide unique insights on how to build a career in finance.

I am majoring in finance and minoring in accounting at the University of Colorado and will graduate this May. I am a Reisher scholar, an Accounting and Finance Women’s Alliance scholar, and a T. Rowe Price scholar. I was also placed on the Dean’s and President’s List for the last five semesters for achieving a 4.0 grade point average. Moreover, I am an active member of the Reisher Club and my local community.

Thus far, I have completed or am currently enrolled in several courses that will help me succeed in finance. This coursework includes Advanced Corporate Finance, Intermediate Accounting II, Information Systems II (includes training in Microsoft Excel, Power BI, and Access), Business Statistics II, Financial Modeling, Personal Finance, and Derivatives.

Throughout the years I have worked in a variety of fields that entail customer service, management, sales, marketing, finance and accounting. I have also traveled to eighteen countries, resided in India for two years, and speak Spanish and Hindi semi-fluently. I feel that the skills I have developed through both personal and professional endeavors will advance my ability to succeed in building relationships with both clients and coworkers. I further feel that my international experience will allow me to lead with a unique perspective and an open mind as I progress through my career.

I have attached my resume for further reference. I look forward to connecting with other leaders in the field and much appreciate your help getting me connected.

Regards,

Molly Stavang