

0000 Xxxx Road
Xxxxx Xxxxx, Maryland 20000

November 29, 20XX

Human Resource Department
T. Rowe Price
0000 Pxxxx Mill Road
Owings Mills, MD 21117

Dear Human Resource Department:

I am excited to apply for the position of Retirement Plan Representative, which I was referred to by Matthew French, who is currently serving as a Retirement Plan Representative for T. Rowe Price. Having achieved many goals in my educational career of Economics and Finance, I am eager to expand my professional knowledge and potential. I firmly believe my skills and qualifications match the requirements of the Retirement Plan Representative position as is evidenced by my enclosed resume.

My studies at Salisbury University included courses such as Financial Management, Retirement Planning, Investments, and Information Systems Concepts. In addition, my two year experience at Generations Financial Advisors, Incorporated would be an asset to a company such as T. Rowe Price. The experience I acquired there is directly applicable to the posted position at T. Rowe Price. Furthermore, I have increased my knowledge in money management as well as enhanced my computer skills in Microsoft Office. The dedication I have given to my work and my education has reinforced my leadership, problem-solving, and communication skills. I am very confident I am the person for this position opening.

Throughout my college years, I have successfully balanced my education, extracurricular activities, and employment. The challenges of balancing these activities have made me aware of the need to be organized and efficient as a dedicated student at Salisbury University. My motivation, initiative, and time management skills have contributed to me being a team player as well as a strong individual contributor. In conclusion, all of these demands have made me develop a strong work ethic which I believe is necessary in any employment situation.

I would greatly appreciate the opportunity to meet with you to further discuss how I could contribute to your organization. I can be reached at 000-000-5000 or via e-mail at Xxxxxs@hotmail.com. Thank you for your time and consideration.

Sincerely,

A. Xsssss Ddddd

Enclosure: Résumé