

My street address  
Town, State 00000

**Comment [cxs1]:** Heading is your 2 line address

January 16, 20XX

**Comment [cxs2]:** Current date

Ms. Genia Phillips  
Foot Locker Financial Service Center  
PO Box 12437  
3543 Simpson Ferry Road  
Camp Hill, PA 17011

**Comment [cxs3]:** Complete inside address

Dear Ms. Phillips:

**Comment [cxs4]:** Phone if necessary, to find out person's name and correct spelling.

I was very interested to see your advertisement for a full-time Financial Analyst – Corporate Shared Services posted on Penn State's Nittany Lion Recruiting, January 15, 20XX. I have been seeking an opportunity like this, and feel my background and your requirements may be a good match.

**Comment [cxs5]:** Opening paragraph here specifically refers to their posting. Overall—tell why you are writing.

In addition to my undergraduate work in finance, my work experience has given me an extensive background in accounting and business, where I communicated with various levels of executives, including owners, top management and accounting supervisors. I have worked for a small forklift company where I analyzed various business activities and as office manager, successfully implemented effective solutions to organizational problems, such as job segregation of duties between various departments.

**Comment [cxs6]:** Second and third paragraphs refers to specific accomplishments, related to the job advertised. This information could be in one paragraph or two.

During my time at Pharmacy Partners, Inc., I took on the role of an accounting supervisor (without officially being titled) where I increased profitability by taking advantage of discount opportunities and by analyzing invoices for cost discrepancies.

I am particularly interested in working for Foot Locker, Inc. because of your dedication to the FISH! Philosophy of Play, Make Their Day, Be There and Choose your Attitude. If you are seeking a person who admires the FISH! Philosophy and possesses an extensive background in accounting and business applications, excellent analytical skills, a self-starter with a high degree of optimism, energy, creativity and common sense, and someone who is dependable, committed, organized, willing and able to learn and likes to keep busy, then please consider what I have to offer.

**Comment [cxs7]:** This paragraph demonstrates knowledge of the company's values.

I would appreciate the opportunity to interview with you for this position, and will phone you next week to see if I may set an appointment with you. Thank you for your consideration and I look forward to speaking with you soon.

**Comment [cxs8]:** Introduces the intention to follow up.

Sincerely,

**Comment [cxs9]:** Closing

**Comment [cxs10]:** Space for your signature below the closing, and before your typed name.

My Name  
Enclosure

**Comment [cxs11]:** Indicates resume is enclosed.