

Job Application Letter 4

42 Leverett Mail Center
Cambridge, MA 02138-6034
April 19, 20XX

Maureen S. Bosley
J.P. Morgan & Co., Inc.
23 Wall Street
New York, NY 10260-0023

Dear Ms. Bosley:

I am writing to express my interest in the consulting position in Management Services at J.P. Morgan. I expect to receive my degree in history and literature with honors in June 20XX.

Recently I completed my senior thesis, a yearlong research and writing project. This undertaking allowed me to improve my planning and problem-solving skills. My work this past summer at the law offices of O'Neill and Sullivan provided me with an opportunity to write reports sent directly to clients in a deadline-oriented environment, an experience I found invaluable.

As captain of the women's varsity swim team, I have exercised diligence, leadership skills, and a commitment to specific goals. Since I was not recruited for the team, my ability was far below that of my teammates when I joined as a freshman. But through hard work and determination, I am now one of the fastest swimmers, and was honored last year with the "Most Improved" award and election as captain.

I am excited to learn about the financial markets, and I believe my organizational and leadership skills will be well suited to a career in management at J.P. Morgan.

Sincerely,

Patricia Doucette

Comments: The third paragraph of this letter is unique and personal and tells the reader a lot about Patricia. The weakness in the letter is her failure to express enthusiasm for J.P. Morgan, which prides itself on being a great place to work.