

Finance

504 Lincoln Drive
Storrs, CT 06268

September 20, 20XX

Sharon Goldman
Central Connecticut District Manager
Northwestern Mutual
1000 Corporate Park
Glastonbury, CT 06301

Dear Ms. Goldman,

I read with interest your posting for the Financial Representative. I was referred to this position after discussing the needs and objectives of Northwestern Mutual with Mr. Jones at the University of Connecticut's Career Fair in September. I am confident that in addition to my educational foundation in the Liberal Arts, my written and verbal communication skills, individualized-approach, and attention to detail will support each client's needs as well as the mission of Northwestern Mutual.

At the University of Connecticut, I took related coursework that included Managerial and Interpersonal Behavior, as well as Cross Cultural Communication. During these experiences, I was able to learn about strategies to increase my individualized communication skills that would aid in supporting key constituents. Building on my foundational skills, I worked to integrate my strong writing ability into my position as a Marketing Intern when writing press releases for events.

Additionally, when I was a leader within the Omicron Delta Kappa honors society, I was promoting membership during the selection process. When we were recruiting new members, I was able to work with potential new members one-on-one to discuss their needs and goals for the opportunities within the organization. I would listen and analyze their outlook with the intention to better articulate and make the most meaningful recommendations for their future within the society.

I am confident that I have the qualifications and enthusiasm that are necessary for the Financial Representative position at Northwestern Mutual. I thrive on challenges and ensure that I will spend the time and effort it takes to be efficient and productive within this role. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Signature

Terry Student