

Connor Spencer  
13 Sunflower Street  
Moseley  
West Midlands  
B13

Tel: 07123 456 789

25 January 200X

Mr/Mrs Full Name  
Title  
Company Name  
Address: Line 1  
Address: Line 2  
Postcode

Dear Mr/Mrs Surname

<Company Name> is an organisation I have followed closely over the years and a company that I greatly respect and admire for <provide detail>. Consequently, I am writing to establish whether you have any vacancies at senior management level.

As you will note from my enclosed CV, I am a Senior Executive with extensive experience working for one of UK's largest investment boutiques, XYZ Bank. As Executive Vice President, working closely with the CEO, I was considered to be his number two. During my tenure with the company, I worked across a variety of disciplines including Financial Institutions, Investor Relations, Treasury, Strategic Asset and Liability Management, and Capital Allocation. I was also Vice Chairman for XYZ Investment Trust and was an Executive Board Member for many of the company's subsidiaries.

Moreover, I was appointed as a member of various Steering Committees including the Asset and Liability Committee, the Human Resources Committee, the Communication Committee and the PR Committee.

My achievements include playing a fundamental role in several high profile transactions on behalf of the bank. These include executing the largest ever sub-ordinated loan, debt capital market transaction and IPO for a Spanish Bank. I also led the conversion of the Spanish Peseta project following the introduction of the Euro, and I implemented a risk management system worth £6m.

Recently, I set up and co-founded a foreign trade export/import company. In just six months, I have ensured long-term cash flow for the company by securing an exclusive distributorship from Germany, and as such, I wish to become a sleeping partner and am eager to return to the world of banking.

As someone that is well established, with good contacts both locally and globally, coupled with my experience of holding several senior positions in one of the UK's largest boutiques, I am confident that I would make a significant contribution to <Company Name>. I would welcome the opportunity to discuss my application in more detail and I will call you on <date> to establish how best to progress things.

In the meantime, please do not hesitate to contact me.

Yours sincerely

**Connor Spencer**

Enc CV