

Mr Jeremy Homes  
22 Winter Street  
Stevenage  
Hertfordshire  
SG1

Tel: 07123 456 789

15 July 200X

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

Dear Mr/Mrs Surname

I have been researching the market for dynamic, forward-thinking stock broking firms. <Company Name> keeps coming up as a top firm, one that is highly regarded in the industry and accordingly, I am writing to establish whether you have any opportunities for a stockbroker.

Having worked as a stockbroker for almost three years', I have developed a good knowledge of the stock market. In this time, I have generated many new accounts, achieved good sales figures and exceeded commission targets on several occasions.

I am well educated with a degree in Financial Services and attained the Investment Advice Certificate in 2004. Moreover, I have worked for many of the leading investment banks including Goldman Sachs and HSBC, which have afforded me with a good understanding of the financial services industry.

As someone with excellent sales experience, I am confident that I would make a valuable contribution to <Company Name> by generating new clients for your firm. In addition, my existing client base would be portable after a three-month period.

I would welcome the opportunity to discuss my application further and will call you on <Date> to establish the best way to progress things.

In the meantime, please do not hesitate to contact me should you require any further information.

Yours sincerely

**Jeremy Homes**

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