

Mr Alan Green  
21 Oak Street  
London  
SW3

Tel: 07123 456 789

01 January 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 a progressive, forward-thinking investment bank. <Company Name> is a company that is well regarded, and I am writing to establish whether you have any opportunities within trading or sales.

As you will see from my enclosed CV, I am an experienced Options Trader with over six years' trading experience working for a large, busy international bank, coupled with five years experience of working in a brokerage. I have excellent product knowledge and a proven track record for building and maintaining inter-bank relationships, effectively bridging the gap between customers and traders.

My most recent achievement was to build an exotic options desk for Campbell Jones Limited, achieving market presence in London, New York and Singapore within just six months, and significantly exceeding revenue targets set by the company.

As someone who is proactive, results-oriented and diligent, I have developed innovative ways that have led to increasing profits within both broking and trading environments. I also have an excellent performance record of consistently meeting or exceeding profit targets.

Furthermore, I am a strong communicator and have excellent IT capabilities, having introduced several systems and processes that have led to time and cost savings.

I am confident that I would be an asset to any team as I have an easy going personality and a strong desire to be successful. I have also built and maintained contact with a strong network of clients, which would be a further asset to <Company Name>.

I would welcome the opportunity to discuss my application further and I look forward to hearing from you soon.

Yours sincerely

**Alan Green**

Enc CV