2144 Silver Maple lane

Greenville, NC 27858

10/1/2012

Mr. Smith

CEO

BB&T

123 Bank Lane

Cary, NC 27513

Dear Hiring Professional:

I am writing to apply for the open Relationship Banker 1 position. I heard about this position from a friend that works for BB&T. I have excellent interpersonal and communication skills. With these skills I think I have what is needed to fulfill the open position you have.

I have mastered the PC, keyboard, and software skills necessary for branch automation and more. I will have a BS in Business Administration with a concentration in Finance in Spring 2014.

I would greatly appreciate an interview. I am available for an interview scheduled at your convenience. I may be reached via phone at 919-434-5573. I may be reached via email at mooreki11@students@ecu.edu. Thank you for your consideration.

Sincerely,

Kijuan R. Moore