

Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

Date

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Application for the role of Stockbroker

I would like to apply for the role of Stockbroker which I have seen advertised in (where and when).

I am qualified to degree level with a (put details here including grade of what you studied and where) and I have always been interested in working in a financial role. I feel that I have excellent communication skills and work well with other people as well as on my own initiative.

I have had a lot of experience in dealing with customers and combined with my financial experience (provide more details about what you have done here) I feel that I will be able to work well in the world of stock broking and am ready to put everything I have into developing my career as a stock broker.

Please find enclosed my CV, if you have any questions about my skills and experiences, please do not hesitate to contact me and I will be happy to answer any questions that you have.

Thank you for taking the time to read my letter and CV.

Yours sincerely

NAME SURNAME