

Angela Randolph

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Ms. Sheri Johnson, Branch Manager
AmSouth Bank
0011 Harvard Avenue
Hammond, LA 70402

Dear Ms. Johnson:

I am contacting you regarding possible employment opportunities with AmSouth Bank. I am seeking a position in which I may utilize my general business and financial skills and be an asset to an organization.

A recent graduate of Southeastern Louisiana University with a Bachelor of Arts in General Business, I am confident that I have obtained the knowledge and skills necessary to succeed in my career through my coursework at Southeastern and my work experience in customer service settings. I am looking forward to applying the knowledge I acquired in the classroom, as well as the skills developed in business environments, to a professional position.

Through my participation in class team-based projects and my work experience, I was able to apply and enhance my excellent communication and interpersonal skills. As my previous employers will verify, I have been recognized as a quick learner, highly self-motivated, attentive to detail, and organized. I have also demonstrated creativity and analytical skills in making work-related decisions and in carrying out my responsibilities. Although I work well independently, I enjoy being part of a team and work well with co-workers and all levels of management.

In researching AmSouth, I discovered a quote by your current CEO, who stated that AmSouth is a bank comprising people committed to being the best, and exceeding expectations in all of the organization's relationships. I have experienced this philosophy myself as a customer of AmSouth Bank. I am impressed with the standards of AmSouth, and find the possibility of working for your organization exciting – it would be an honor to be a part of your team.

I look forward to an interview with you in the near future. During the interview, I hope to learn more about your organization's plans and goals and how I may contribute to its success. My contact information is listed above for your convenience.

Thank you for your thoughtful consideration in reviewing my resume and my request for an interview. Please let me know if further information is needed.

Sincerely,

Angela Randolph

Enclosure