

Your Name
Your Address
Your Phone/Cell/Fax/Email

October 26, 2008

Ms. Karen Smith
Human Resource Manager
ABC Credit Union Limited
111 Nowhere Avenue
Toronto, Ontario
A1A 1A1

Re: Branch Manager, The Globe & Mail, October 26, 2008

Dear Ms. Smith:

As a banking professional with 23 years' experience and a strong marketing orientation, I have a keen interest in your position as advertised. ABC Credit Union's recent thrust in commercial lending is a challenge to which I feel particularly suited to respond.

My career with the ABC Trust has involved the management of urban and satellite branches as well as service offshore. My accomplishments include the following:

- Established excellent record during 4 years of credit management;
- Tripled the value of loans extended (a large percentage commercial) with no rise in defaults;
- Managed a staff of up to 25 maintaining excellent staff morale and low rate of turnover;
- Developed a reputation for excellent customer service and established a firm corporate presence through association with several community organizations.

I believe that my skills closely match the needs of ABC Credit Union and I look forward to discussing with you how I might contribute to your organization's goals.

Yours truly,

Name

Enc.