

# BRIAN E. GRIFFIN

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August 31, 2002

Name  
Company Name  
Street Address  
City, State, Zip

Dear Hiring Manager:

I am writing in response to the position of **Vice President of Corporate Banking and Business Development**, advertised as being open at this time with your bank. I am an experienced Management professional with an extensive background in creating and directing corporate banking and business development operations. Now I would like to bring my skills and experience to work for your company.

My background in banking includes development and management of corporate banking programs, loan portfolio management, and daily bank operations management and administration. My ability to get identify, acquire, and grow corporate accounts, develop specialized corporate banking products, and produce tremendous increases in assets under management and annual revenue have all contributed to my successes in the banking industry, and to my rapid rise to the executive level.

I am familiar with managing Commercial and Industry, and Commercial Real Estate, Investment portfolios, and at my current position I have built my portfolio to \$47 million in only three years. While with First International Bank I produced \$500 million in loan premium income for the bank in just two years.

I possess excellent skills in analysis and business development, and am adept at preparing and delivering reports and presentations to senior management and client executive teams. A hands-on manager, I am able to motivate personnel at all levels. In addition, my tact and people skills have helped to make me particularly effective in dealing with clients, attorneys, and other members of the financial industry.

The accompanying résumé should serve to give you an idea not only of my past achievements but of my potential for making a significant contribution to your company.

I will call you next week to inquire about the possibility of a meeting.

Very truly yours,

Brian E. Griffin