123 Buffalo Drive

Buffalo, NY 14260

January 1, 20XX

Mr. Steve Andrews President

Financity, Inc.

123 Buffalo Road

Buffalo, NY 14260

Dear Mr. Andrews,

I am respectfully submitting my resume for consideration for the general counsel position recently opened at Financity. I had the opportunity to speak with your colleague, Mark Smith, at a community board event and he had great things to say about Financity. I believe my personal strengths in analysis and negotiations would be an asset to Financity, and I am very excited about the opportunity to join your respected organization.

With almost five years of direct experience serving as counsel for financial technology companies, I believe I am uniquely qualified for the general counsel position with Financity. In particular, I have extensive experience reviewing and negotiating hardware and software development agreements, which I know is integral to your company’s operations. I also handled the product marketing and public relations for Capital Group hardware products, which resulted in approximately $57 million in sales in 2012. In addition, my skill set is broad enough to include handing the employment, real estate and other legal issues that arise when running a multimillion dollar business. I feel these personal strengths will all contribute to the central mission of Financity, while Financity will challenge me to continue to improve on them.

Once more, I would like to emphasize my excitement of this opportunity to join Financity. I look forward to sitting down with you to discuss in more detail how I may be of assistance to your company. I will contact you in the next week and, if possible, arrange a time to meet. If you would like to contact me, I may be reached at (716) 555-5555 or victorebull@buffalo.edu.

Best,

Victor E. Bull