

AMS Simplified Format Cover Letter

Use the AMS Simplified Format when you are sending a cover letter but do not know the name of the person you are addressing. Notice that this format does not use any salutation or closing. This format enables you to avoid the antiquated and awkward "To Whom it May Concern." Use the subject line [RE:] to identify the job for which you are applying.

**DALE T. BANKS
2600 North Clark Street
Atlanta, Georgia 30306
(404) 123-XXXX**

September 18, 200X

First Union National Bank of North Carolina
1400 One First Union Center (CGG)
Charlotte, NC 28288-0953

RE: FINANCIAL ANALYST POSITION

Your advertisement for a Financial Analyst in the September 17 edition of the Atlanta Journal-Constitution interests me very much. After several years in the financial services industry, my qualifications for the Financial Analyst position include the following:

- ✍ Analytical Finance Experience – Five years with Mega Banking Company provide a strong foundation in analyzing a variety of financial situations.
- ✍ Certification – Series 7, Series 27, and CPA certifications.
- ✍ PC Skills and Development – Experience with LOTUS, D-Base 1, Microsoft Office, and many computer languages.
- ✍ Education – A bachelor's degree in Finance earned while working in the banking industry

My experience in analytical finance, my certifications and skills in both PC-based software and developing make me an ideal candidate for the position with First Union. Please contact me at the above address and/or phone to arrange for an interview at your convenience.

Dale T. Banks

Enclosure