**Robert Smith
15 Brick Street · Clinton, MS 39056 · 601-555-5555 · rsmith@mc.edu**

January 15, 2011

Rita Floyd

Senior Vice President

Trustmark National Bank

111 Capitol Street

Jackson, Mississippi 39201

Dear Mrs. Floyd:

I am writing to inquire about the Management Development Associate position posted on Mississippi College’s online job board. I have a Bachelor of Science in Business Administration and a minor in Marketing from Mississippi College. As a highly respected financial institution with a strong market presence, I desire to be a part of your team.

Trustmark's business philosophy is to balance company growth and client satisfaction which is rare in today’s marketplace. I have gained practical leadership and client service skills through leadership positions with campus organizations. As Vice President of the Student Government Association, I was responsible for planning student events, facilitating meetings, and managing a budget. I also served as President of Mortar Board, an interdisciplinary honor society for the top 50 seniors at Mississippi College. These leadership roles required effective planning and communication to reach our goals. I learned how to accomplish tasks within a team and create positive results for the organizations.

The combination of my practical experience and educational background has prepared me to enter Trustmark's Management Development Associate program. I have enclosed my resume for your review and thank you in advance for your consideration.

Sincerely,

Robert Smith

Enclosure