



123 My Street
Bedford, Illinois 12354

March 12, 2006

Don Johnson
Director of Personnel
Bank of Chicago
111 Main Avenue
Chicago, Illinois 60222

Dear Mr. Johnson,

I am writing to explore employment opportunities with the Bank of Chicago. I bring a wealth of expertise in human resource administration, operations management, and regulatory compliance. Enclosed please find my resume for your review.

I have successfully performed my duties in the role of team member, leader, and facilitator. My dedication to my work, ability to utilize available resources and creative problem-solving, has resulted in being given several awards, including the United States Air Force Organizational Excellence Award.

Accordingly, I would be very interested in speaking to you to discuss my extensive experience so I may answer any questions about the mutual benefits of our association. Please do not hesitate to contact me to schedule an interview at your convenience. Thank you in advance for your consideration.

Respectfully,

Joe Makibie