**ENCLOSURES**

* Resume
* Application
* Chartered Financial Analyst (CFA) Certification
* FINRA Series 7 Certification

**Dear Mr. Loyd:**

Morgan Stanley’s reputation as one of the top investment management firms in the world precedes it, and I am excited to join its prestigious ranks as an internal sales consultant. My background in investment banking, FINRA Series 7 certification, and status as a CFA charter holder equip me with an intimate understanding of investment management solutions, so I can bridge the gap between clients and what they need to make sound financial decisions.

While at Citibank, I found fulfillment in meeting and exceeding client expectations by equipping myself with the knowledge I would require to effectively tailor my sales approach to their needs. As such, I received the top salesperson award for 2 of the 3 years I spent with the investment sales team.

My sales team and I also successfully streamlined our time spent selling by 7% by measuring and evaluating customer interactions. Our method involved analyzing customer surveys and support tickets to identify areas where we could improve. Correcting these areas in our sales approach and product design allowed us to surpass our target sales quota by 8% in my final year.

Participating in and supporting client growth is an enriching experience that pushes me to excel in the context of my sales career. I look forward to joining Morgan Stanley, where I know we will achieve great things together. I hope to hear from you soon about how I can contribute as your next internal sales consultant. Thank you for your time.

Best regards,

**Samantha Kim**

**Gareth Lloyd, Human Resources Executive Director**

Morgan Stanley & Co. LLC

1585 Broadway Avenue

New York, NY 10036



(123) 456-7890

sam.kim@email.com



New York, NY



[LinkedIn](http://linkedin.com)

**SAMANTHA KIM**

**February 1, 2023**

**TO**

*Sales Consultant*