**2.6 Data – Cover Letter Text**

Your Name

Your Address, City State, Zip

Cell Number and Email Address

Today’s date

Ms. Gina Jamal

Human Resources Assistant

Sutton Investment Group

45 Wall Street

New York, NY 10002

Dear Ms. Jamal,

It was a pleasure meeting you last week and discussing my summer internship prospects in Global Markets at Sutton Investment Group. I am attaching my resume for your consideration.

I found our talk to be insightful, and it has given me a new focus on a possible career in sales. The chance to work on a trading floor for the summer would, therefore, be invaluable.

Once again, thank you for your time and the opportunity to meet with you. I look forward to hearing from you soon.

Sincerely,

**Add Your Signature**

Your Name