Company Name of the Job to which you are Applying

Company Contact

Address

City, ST Zip

Month #, 2019

Dear **[Contact Name] OR** Dear **Hiring Manager** (if you don’t have a name),

With experience in **[choose the 2 – 3 things you want to emphasize based on the jobs you will be applying to. This should mirror your resume objective]**, I am very interested in the **[position title]** position within **[name of company]** as advertised on **[place where you found the job posting]**. Being passionate about **[speak to why/how you are passionate about the company, the industry, and/or the function]**, I am excited to **[something right from the job posting starting with an action verb]**.

In my current [or previous] role as **[your current or most recent position]** at **[your current or most recent employer’s name]**, I **[describe a couple of the accomplishments from your resume, but make sure they relate to the job you are seeking]**. I **[give specific example of a project you worked on that directly relates to the job posting requirements]** which has resulted in **[mention how successful this project was]. [If possible, mention at least one more specific example from your employment that relates to the job you are seeking]**. I see all of these experiences translating seamlessly to the **[job title of what you are applying to]** role in performing **[something right from the job posting starting with an action verb]** at **[name of company].**

*[optional body paragraph about experience]*

My business analytics skills, attention to detail, and strong work ethic are assets I have used in **[mention specific accomplishments or combine ideas here of similar accomplishments at multiple places that directly relate to the job posting requirements].** I look forward to blending my **[list a few relevant skills here from the job posting that you have]** to advance **[name of company’s]** initiatives such as **[find some from job posting or by researching their ‘About Us’ on their website].** Additionally,my Master of Business Analytics program will be instrumental in **[something right from the job posting starting with an action verb].**

I am certain that my past experience in **[reiterate from the opening paragraph],** combined with the Master of Business Analytics curriculum in which I am now enrolled, is in direct alignment with what you are seeking in a candidate. I look forward to discussing how my qualifications can best be utilized at **[name of company]**. Please feel free to call me at **[your phone number]**, or e-mail me at **[your email].**

Thank you for your time and consideration.

Respectfully,

Name

[When finished, it should be no more than one page]