Lim Teck Meng   
Block 52 Tampines Street 21  
#15-888  
Singapore 654321

4 June 2021

Ms Annie Koh (HR Manager)  
Human Resource Department  
The Professional Consulting Group  
Tuas Road  
Singapore 123456

Dear Ms Koh,

**APPLICATION FOR THE POSITION OF BUSINESS ANALYST**

I am writing to apply for the position of Business Analyst with The Professional Consulting Group, which was posted on NTU’s job portal CareerAxis. I spoke to Mr Jim Tan, a Partner at your firm during the NTU Career Fair to find out more about the position and I am excited to hear that The Professional Consulting Group is looking for candidates with strong analytical and project management skills, both which I have demonstrated in my academic course and Internship.

As a final year student specializing in Mathematical Sciences, I have developed critical thinking and analytical skills through the modules I have taken in university which required me to synthesize large amounts of data and present them succinctly through reports or presentations.

My summer internship with Best Consultancy gave me the opportunity to understand regional clients’ requirements and I conducted research in order to tailor solutions for their unique business challenges. By liaising with various regional stakeholders and managing multiple projects concurrently, I have honed my analytical, cultural intelligence and communication skills. As I thrived in the fast-paced and dynamic environment, this internship has sealed my interest to pursue Consulting as a future career.

In addition to handling the planning and publicity for the NTU Mathematics Club, I am an active participant of case competitions and was a finalist in the Cain & Company Case Challenge in 2019. I enjoy working with others towards a common goal and I am confident that my academic background and past experiences will allow me to do well in your company.

Thank you for your time and consideration. Please find my resume as attached. I look forward to an interview with you at your convenience. I am contactable at (+65) 9123 4567 or Paul.Lim@gmail.com.

Yours sincerely,

Teck Meng

**COVER LETTER CHECKLIST**

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| ☐ | 1. | Write your name and address on the top of your Cover Letter |
| ☐ | 2. | Indicate the date of sending out your application |
| ☐ | 3. | Include the employer’s name, designation and company name. Where possible, address your Cover Letter to the specific person you are writing to. If you are unsure, put in “Dear Hiring Manager” and sign off with “Yours faithfully,”. |
| ☐ | 4. | Opening paragraph – Briefly introduce yourself / explain why you are writing and name the position that you are applying for |
| ☐ | 5. | Body Paragraph(s) - Share why you are interested in the role / industry. Highlight your skills related to the role that you are applying for and explain how you can value add to the company |
| ☐ | 6. | Closing Paragraph - Request for an interview with the employer at their convenience. Include your phone number and email address |
| ☐ | 7. | Indicate that your resume is enclosed |
| ☐ | 8. | Always check for spelling errors and get someone else to proofread |