

## II. DETAILED OUTLINE

### 1. Opening Part

#### **Requirement:**

- A strong first impression
- The interest and enthusiasm for the position.

#### **Guideline:**

Dear Hiring Manager,

As an accomplished professional in [your field] with a proven track record of [relevant achievements], I am writing to express my genuine enthusiasm for the Analyst position at Asia Group Advisors. Your esteemed organization's commitment to driving positive change in Southeast Asia aligns seamlessly with my career aspirations, and I am eager to contribute my skills and expertise to your dynamic team.

### 2. Middle Part

#### **Requirement:**

- Demonstrate your value
- Show the employer why you are the best candidate for the job.

#### **Guideline:**

In my previous role at [Previous Company], I successfully [mention an achievement or project relevant to the new position], demonstrating my proficiency in [key skills required for the position]. My ability to [highlight another key strength] has consistently delivered impactful results, and I am confident in my capacity to bring a valuable and unique perspective to the challenges and opportunities presented by Asia Group Advisors.

### 3. Closing Part

#### **Requirement:**

- Your enthusiasm and professionalism
- A clear next step for the employer to follow up with you.

#### **Guideline:**

I am excited about the prospect of contributing to the continued success of Asia Group Advisors and am confident that my skills make me a strong fit for this role. I look forward to the possibility of discussing how my experiences align with the goals of your team in greater detail. Thank you for considering my application. I am eager to move to the next steps and am available at your earliest convenience for an interview.

Sincerely,

[Your Full Name]

[Your Contact Information]

#### **Example:**

NAME

Kim Ma, Ha Noi

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s398xxxxx@rmit.edu.vn

22 March 2023

Dear Hiring Manager,

Having seen the recruitment advertisement, I am writing to apply for the position of Business Analyst for Asia Group Advisors. According to my research, AGA is one of

the most prominent business advisory and public affairs consultancy in Asia that provides strategic advice to the world's leading companies. Therefore, I think it is the right time for me and AGA to find out what we can achieve together.

As a graduate of RMIT University with a Bachelor of Business, I have acquired the skills that suit me perfectly for the job. The academic setting taught me how to work as a team with others to achieve the best result. Followed by my peers' and lecturers' responses, I am responsible and capable of handling multiple deadlines. I can work with all available tools included in MS Office. The most rewarding aspect the university gave me is the logical thinking that has been developed continuously, helping me to research problems thoroughly and come up with the most practical solutions available for each specific one.

I also have some years of experience working as a business consultant for my family's company (Vina-Star Limited Company) which specializes in manufacturing sports goods. The job gave me the chance to meet with many customers, including Vietnamese and foreigners, which refined my ability to communicate comprehensively, both written and oral. My learned skills from RMIT proved to come in practical use as with my advice and solutions, the company has improved its production capacity and product quality to start exporting to difficult markets, such as France and Korea.

With this knowledge and on-field experience, I am confident that it will qualify me for consideration. Please give me some samples of work if you can. Further information about myself is included in the attached resume. I look forward to working with you soon.

Sincerely,