Dear Hiring Manager,

Thank you for the opportunity to apply for the Consultant position at X Company. After reviewing your description, I realize that you are looking for a candidate that is extremely familiar with the responsibilities of an Analyst, and can perform the confidently. Given the requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I have a degree in Applied Mathematical and Physical Sciences (5 years of study, equivalent to MSc) from National Technical University of Athens specializing in Statistics, Analysis and Business, presenting my diploma thesis related to numerical linear algebra with the title “Least square problems, solving and state methods”. During the course of my academic career, I also managed to accrue nearly six years of work experience. Specifically, I took the chance to become a self-employed private instructor for mathematics and physics, where I learned valuable professional skills such as conflict resolution, employee / labor relations, organizational needs assessment, leadership, communication skills and most of all I’ve learned how to be disciplined and responsible. Moreover, I am experienced on data analytics, strategy and decision-making positions during my three years’ experience on different industries in which I managed to take decisions under pressure and meet strict deadlines. At this time, I am graduating from a MSc program in Business Analytics, in which I evolved the skills of an analyst mainly in way of understanding and solve an end-to-end problem in analytics. In both my academic and professional life, I have been consistently praised as efficient by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven problem-solving, leadership, and multitasking skills, which I hope to leverage into your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward elaborating on how my specific skills and abilities will benefit your organization.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Surname Name