June 25th, 2015

Hans Lewis  
Human Resources Director  
Smart Company  
524, Fort Avenue  
Bridgeton, Missouri 23531

Dear Mr. Lewis,

I saw your advertisement in job.indeed.com about entry level analyst. I really interested in this position. I would like to apply as Entry Level Analyst in your company. I hope it is my lucky to apply for entry level analyst job in your company.

I graduated Bachelor Degree of Business Administration from University of Missouri. I started my career as administrative assistant at GYN Company in 2003. I was responsible to performed clerical and administration tasks such as manage all of files and documents, prepare and maintain office files and documents. Then, I worked as Entry Level Financial Analyst at Goong Incorporation. I managed and analyzed financial data; collected data for preparing reports; and made financial and budget planning. I have successfully conducted research and forecasted financial future condition.

I am able to communicate with individuals or team for business management. I have extensive knowledge in business management, financial analyst, risk management and financial forecasting. I am a team player, highly organized and able to manage multiple tasks. My leadership skills allow me to lead other staffs.

I have attached my resume for your consideration. I am sure that I am an ideal candidate for your company due to my skills and experiences. I am glad to meet you in interview session. You can contact me at (213) 372-8721for further information. Thank you for your attention and consideration.

Sincerely,

Fred Booster