Harold Jones

123 Main Street, San Francisco, CA 94122
Home : 415-555-0000 Cell: 415-555-0000
email@example.com

Dear Mr. Sheffield,

I am writing to express my interest in the Junior Business Analyst position I saw advertised on Monster.com and believe I would make a terrific fit for the role. Prior to relocating to California I worked for seven years on Wall Street completing analysis and business forecasting for a Wall Street corporation. Additionally I have a Master's Degree in Business Administration from New York University and advanced knowledge of the business world.

My work on Wall Street allowed me to complete business forecasts and models while working on the cutting edge. The skill set I developed as a Fortune 500 Junior Business Analyst was invaluable. I am able to successfully review data markets and business environments to make recommendations and to forecast business profits and areas of need. My particularly unique blend of experience and education make me an excellent choice. I am highly detail-oriented analytical and accurate. My strong skills allow me to work with minimal supervision and provide terrific reports.

I know you will agree that I am the best candidate for the Junior Business Analyst position. I look forward to meeting with you to further discuss the available role. I am available by telephone to schedule an interview.

Sincerely,

Melissa

Sutter