

SALLY SMITH

Prospective Business Analyst
123 Broad Road, New Brunswick, NJ 11111
s.smithyouremail.com
(123) 456-7890

January 1, 2021

ROGER ARC

Talent Recruiter
ROI Solutions
(111) 111-2222
r.arc@roisolutions.org

Dear Mr. Arc,

After graduating with honors from the Brunswick School of Business, I am looking for a chance to launch my career at a cutting-edge organization like ROI Solutions. Additionally, I believe my coursework and extracurricular activities have shown me how to use my eye for detail to help a company thrive.

Your organization's stated corporate values—reliability, philanthropy and excellent client service—are ones that I've admired since I began researching companies during my time in school. I believe these past achievements show how I can help uphold those values:

- I served as vice president of my school's Business Leaders of Tomorrow chapter and on my campus's Volunteer Board
- My GPA was in the top 3% of my graduating class, featuring perfect marks in all business analytics courses
- One of my senior projects, which involved a business simulation, won the school's Outstanding Student Submission of the Year award in 2020

I am hopeful for the chance to talk with you about your organization's goals and how I can help achieve them. At your convenience, please feel free to contact me to set up a discussion.

Sincerely,

(Insert Signature Here)

SALLY SMITH, B.S.

P.S. One of my professors called me a "business software savant," and there's a great story behind why!