

Your Name
111 Street Road
Morris Plains, NJ 11111

October 12, 2015

Jane Smith
Company X
000 Street Avenue
10th Floor
Boston, Massachusetts 02199

Dear Jane Smith,

I am writing to express my interest in the analyst position in the New York location that was posted on Haverford College's Career Development site. As a senior economics major at Haverford College, the position is highly attractive as it would allow me to continue my interest in analytical research in a stimulating and challenging environment.

I understand that the job requires a high-level analytical aptitude needed to examine and build financial models as well as strong interpersonal skills necessary to be an effective team member. My past work experience and academic career at Haverford College have necessitated these skills and thus, I believe that I would be a great match for your case team.

This past summer, at my fellowship at The Conference Board, an independent business membership and research association best known for its Consumer Confidence Index, I worked with the Mid-Markets department. There, I reassessed The Conference Board's model for defining mid-market firms by empirically examining firm revenues as well as analyzing mid-market literature from academic journals, business press and one-on-one interviews. I also assisted the sales associates to target potential high growth members by performing regression analysis on firm-level data to study the contributing factors on future firm growth. My findings are now being utilized by the Sales Department.

Furthermore, at Haverford College, my extensive background in economics and mathematics has also sharpened my analytical skills. As well, my position as an Economics Teaching Assistant for Introduction to Economics course, as well as an upper level Econometrics courses demonstrate my ability to clearly communicate concepts and ideas.

I recognize that position at Analysis Group is highly competitive, but I am confident that my passion, drive, commitment and skills would enable me to make a meaningful contribution to your firm's initiatives. Attached is a copy of my resume and transcript. Please do not hesitate to contact me if you have any questions. Thank you in advance for your consideration of this great opportunity.

Sincerely,

Your Name