August 5, 2009

Will Johnson

Recruitment Committee

Wills Consulting

134 University Drive West

College Station, TX 77840

Dear Mr. Johnson,

I recently noticed your opening for Business Analyst on University of Massachusetts’s work list. I consider my skills and capabilities to be a great entry-level for a business analyst position. I am tremendously engrossed in learning more about the system of your company’s business along with its relation to its clients.

Through my attended trainings and internships outside and inside the university, I know that it significantly empowers and enhance my ability necessary for the success of your company. I am also a dedicated person fully interested to invest my time and effort for the growth of your company. My experience in various organizational business groups serves as my stepping-stone to be a well-rounded individual. My studies help me a lot to familiarize the nature of business and economics.

I am proficient with using a variety of software packages for further statistical analysis. I am also hard working individual able to handle under time pressure jobs.

I am looking forward of meeting you along with your associates to talk about the position I wished to obtain. I am hoping for a positive affirmation and response to my application. I hope to hear from your good office soon. Enclosed in my application is my resume for your appraisal.

Sincerely,

Marie Wallace