Date: 17th June, 2008.

Jennifer Richardson,  
Director of Business,  
827 North Avon Drive,  
Bronx, NY 10945,  
(914) 5640894.

Ms. Richardson,

I am interested in applying as your company’s business analyst. The information about the vacancy referred to in this letter, came to me through your company’s web post on JobStreet.com.

The job I am applying for is not new to me. I have experienced working with other rather prominent companies as a business analyst. During those years, I have been involved with extensive projects and enterprises. I have explored every nook and corner of preparing, delivering, and presenting a business analysis endeavor. Aided by modern statistical and modeling techniques, I would truly be a productive member of your working force. Moreover, I have learned how to develop a harmonious relationship with my teammates during projects. At work, I am usually understanding and democratic.

I find this job vacancy very suiting to my working preferences and objectives as a member of a financial or business analysis team.

I hope that my qualifications would meet your requirements. I look forward to sitting in an interview to discuss my resume with you personally. Feel free to reach me though my cellular phone number or my e-mail address.

Thank you for taking the time to read my resume and letter.

Sincerely yours,

Bernard McDuffie