

SAMPLE STUDENT

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May 18, 20xx

Hiring Manager
XYZ Company
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am interested in being considered for the position of **Business Analyst** at XYZ Company, which was recently posted on Harper's online job posting website. My internship, work experience, and educational coursework would allow me to be an asset to your team.

I am currently completing an Associate in Applied Science, Business Administration - Management degree at Harper College and will graduate in May 20xx. The attached resume details my experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Experience in researching, analyzing and documenting operational and production issues
- Ability to develop, execute and report results of testing activities for new products
- Excellent verbal and written communication skills
- Strong Microsoft Office skills including Word, Excel, and PowerPoint

I would welcome the opportunity to become a part of the XYZ Company team. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you in advance for your time and consideration.

Sincerely,

Sample Student