

February 9, 2019

123 Street Rd.  
Rochester, NY 14623  
bob.student@rit.com  
(123) 456-7890

Best Industries  
456 Commercial Street  
New York, NY 23456

Dear Hiring Manager,

Please accept my application for the Business Development/Marketing Analyst position which is listed on your website. I will be graduating this summer from Rochester Institute of Technology with an MBA, concentrating in Finance and MIS. My teambuilding, interpersonal, and communication skills have developed within my MBA program and through my experience working as a Graduate Resident Advisor with a diverse student population.

Throughout my academic years, I have grown passionate in working with a global company who highly values their customers in providing them the tools and services to help them succeed in the world. My strong economics background combined with business and mathematics has allowed me to understand various pricing and application strategies. In my Data Management and Analytics class, I collaborated with a team to identify a business scenario, list out its business requirements, and create a database to solve current problems within the business. My responsibilities included describing business requirements, write out the internal business regulations, and determine the entities and attributes involved within the creation of the database. In my Introduction to Data Analytics and Business Intelligence course, I worked with a team to analyze a large data set on Type 1 Diabetes and address significant factors that increase the likeliness of diabetes for the local Rochester Regional Health organization.

Rochester Institute of Technology has placed a strong emphasis on the fast-paced technology world. I am looking to add value to your company through my experience and various courses I have taken. I am uniquely prepared through their rigorous MBA program to excel on the job and in the field. The curriculum has taught me how to use Minitab, Excel, Tableau, R, Access, and SAP.

Every company needs and deserves an employee that will take on many tasks with passion, diligence, and a different perspective. Throughout five years as a Resident Advisor/Graduate Advisor, I have encountered many challenges. I do not shy away from obstacles but, rather, excel in their presence. From handling 911 situations to mediating interpersonal conflicts to managing and creating activities, I strive to provide an engaging and safe environment for my residents. From these experiences, I will bring a high level of flexibility, determination, and critical thinking skills to any team.

I would like to discuss my background further with you and attached a resume for your review. Please contact me at (123) 456-7890 if you would like to schedule an interview. Thank you in advance for your consideration.

Sincerely,

Bob Student