

Jane Smith

Covington, GA 30014 | (678)555-5555

Myemailaddress@google.com in/Jane Smith

Contact Name
Title
Company Name
Address City, State Zip Code

[Date]

Dear Mr./Ms. Doe:

I was excited to see your job listing for the Entry Level Research and Analysis position at Eastward Strategies on Indeed.com. As a dynamic honors student with a 3.93 GPA, executing research, analyzing data, and writing concise synopses of current legislative actions for the Atlanta Board of Education, I'm confident that I would be a valuable asset to the team at Eastward.

Your job listing mentions a need for someone who is experienced in educational research and analysis with an ability to distill the findings into concise, easily understood reports. I'm currently in my last year at University of Georgia and work part time in the Atlanta Board of Ed, research dept, where I continue to hone my research and analysis skills. While there, I've researched and presented several successful school design and construction projects to policymakers to support the "Administration Schools as Center of Community" proposal.

I'm confident that my proven record of academic and extracurricular achievement, excellent work ethic, and unparalleled attention to detail will make me an immediate asset at Eastward Strategies, and allow me to contribute to the team's success.

I look forward to discussing the Entry Level Research and Analysis position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]