

1234 Business Administration Drive
My City, My State 15555

Date

Contact Name
Contact Title
Acme Aviation
Employer Street
Employer City, Employer State 14604

Dear Mr./Ms. Last Name,

Please consider my experience and skills for the Business Analyst position, requisition number 123456, currently posted on your company's web site. I am particularly interested in this position as my experience as a Finance Manager at XYZ Aviation and my Master of Business Administration in Aviation Degree provide a firm foundation of success for this position.

In particular, I invite you to consider my relevant experience with XYZ Aviation, demonstrating the ability to calculate figures and amounts such as discounts and percentages, as well as analyzing statistical and financial data. I have successfully employed these skills for over three years with much success. On one occasion, I discovered a pricing error that, upon correction, saved XYZ Aviation over \$100,000. I also have the ability to complete complex financial models, having performed this function for one year. In addition, I recently completed my Master of Business Administration in Aviation degree, which fulfills the preferred education requirements for this position.

I believe that my background and education are a good fit for this position. I would appreciate the opportunity to discuss with you further how I see myself as an excellent fit for this position and look forward to the possibility to working for my employer of choice, Acme Aviation. You may contact me anytime at 555-555-5555 or via email at: xx@xx.com to schedule an interview with me. Thank you for your time and consideration.

Sincerely,

First and Last Name

Enclosure: Resume