

Your Name
Street Address
Charleston, SC 29424
(843) 953-1148
your.name@cofc.edu

January 1, 2018

Mr. John Smith
Human Resources Director
Acme Corporation
100 Savannah Hwy
Charleston, SC 29403

Dear Mr. Smith:

The posting for a **Business and Administrative Analyst with Acme Corporation** directly matches my skills, education, and experience. I understand the position involves **providing excellent customer service** as the **point of contact for customer inquiries**, as well as **maintaining recurring internal reports and records**, and **presenting information to executive leadership**.

Acme Corporation is a recognized business leader with **more than 80 years of outstanding sales and service**. I believe my **enthusiasm, initiative, and a problem-solving mindset** will help to build on this reputation. As a recent graduate with a **Bachelor of Science degree in Business Administration**, I have **outstanding research and presentation skills**, and well-developed verbal and written communication skills. Furthermore, I am **proficient in Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook**. My work experience details my skills in **consistently going above and beyond expectations to provide excellent customer service at all times**. I possess a calm demeanor when dealing with coworkers and clients, and I have the ability to **work efficiently and patiently under pressure to quickly analyze a situation and provide timely information**.

As a full-time student and a part-time employee, I have worked to develop outstanding **time management skills with the ability to multi-task, prioritize work, and exceptional attention to detail** for success in both academics and business. My skills as a **team-oriented worker** on many projects has given me the ability to work effectively to **create presentations based on research** and deliver information clearly and effectively. I truly believe I possess the **essential skills and abilities** you are seeking for this outstanding opportunity.

I appreciate your time and consideration. Please feel free to contact me by phone at 843-953-1148, or if you prefer, by email at your.name@cofc.edu if you require any additional information. If possible, I would like to meet with you at your convenience to present a copy of my resume and discuss this opportunity.

Sincerely,

Your Name

Business and Administrative Analyst **Acme Corporation - Charleston, SC**

Are you looking for a fast-paced job? Looking for a growing company with plenty of opportunities for personal and career growth? We are currently seeking a motivated individual to join our team as a Business Analyst. Our ideal candidate brings enthusiasm, excellent customer service skills, and a goal-oriented attitude.

Who are we?

A Charleston institution with more than 80 years of outstanding sales and service to new customers and loyal clients alike. Our depth and breadth of knowledge and experience allow us to provide innovative solutions to the entire spectrum of the business world.

This full-time, salaried position is located in Charleston, SC.

Profile:

- Be the point of contact for customer inquiries
- Establish and maintain a system of organization for customer information
- Gather information to respond to inquiries and/or prepare reports as requested
- Maintain recurring internal reports and records as needed
- Prepare and deliver bank deposits
- Create presentations based on research and present information to executive leadership

Essential Skills and Abilities:

- Bachelor's degree
- Team-oriented worker that brings enthusiasm, initiative, and a problem-solving mindset to work every day
- Ability to possess a calm demeanor when dealing with coworkers and clients
- Possess the ability to work efficiently and patiently under pressure to quickly analyze a situation and provide timely information
- Time management skills with ability to multi-task, prioritize work, and provide exceptional attention to detail

Basic Requirements:

- Demonstrate well-developed verbal and written communication skills
- Outstanding research and presentation skills
- Proficient in Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook
- Consistently go above and beyond expectations to provide excellent customer service

Experience:

- Entry-level