

/u/RetractableBadge

123 Fake St, Anytown, XX 11111 | 555-555-5555
email@domain.edu | LinkedIn.com/in/RetractableBadge

March 6, 2017

Employer
321 Fake Ave
Anytown, XX 11111

Dear Employer Hiring Manager (replace with name if known):

My name is /u/RetractableBadge and I am a candidate for a Master of Science in Information Systems at the University of State's Oldguy School of Business. I am also a recent graduate of State University, where I double-majored in Accounting and Management Information Systems. I was made aware of an opening for [consulting/analyst/etc] via xxx – after reviewing the details of the position, I've determined I am a great fit and am providing you my notice of interest.

My combined studies in business administration, accounting, and information systems has provided me with unique perspectives on how to recognize, approach, classify, and implement technological solutions to many business problems to increase the bottom line. In addition to my current graduate studies, I am an auditor - I lead and participate in financial and accountability audit engagements. It's an opportunity that allows me to utilize my analytical abilities to assess risk, and to work with the client to develop strategies to meet business goals within a web of regulatory requirements. It is an interesting challenge that has allowed me to exercise my problem-solving skills with real-world applications.

I also possess a wealth of team-building and leadership experience from my college extracurriculars – as the Vice President of Alpha Alpha Alpha, I led an initiative that ultimately raised my fraternity's cumulative GPA by a full 1.0, utilizing smartphone applications to enable compliance efforts. When I served as Chief Financial Officer to StudentNonprofit, I navigated the hurdles to incorporate us as a 501(c)(3), a strategic decision to allow us to fundraise over \$20,000 annually without tax implications – I also designed a ERP solution that allowed integration of our various data tables for unified reporting. I thoroughly enjoyed combining my technical acumen with business skills on my various teams and achieving real results.

These experiences, along with others highlighted in my resume, have greatly increased the value of my leadership toolkit in client relations, time management, quantitative analysis, and overall technological acumen. I am a great fit for the position and would be an asset to Employer – please let me know if you have any questions. Thank you for your consideration.

Kind regards,

/u/RetractableBadge