

26 Windmill Road
Bristol, CT 06010

May 2, 2010

Ms. Kate Roberts
Human Resources Manager
Business Solutions International
899 Indigo Park Road
Albany, NY 12203

Dear Ms. Roberts,

Vacancy for Business Analyst

I am writing in reply to your ad for the above position, which was advertised in the *Times Union* on Tuesday, April 30, 2010, and I enclose my résumé in application.

I am currently in the final year of a BA course in Business Economics at City College, Bristol, and expect to graduate in June 2010. I have always wanted to pursue a career as an economist within an international environment and have been able to tailor my studies to that end. I have maintained a 4.0 average in the Economic Data Analysis, International Economics, and Economics of Business Strategy modules, and am currently completing a dissertation on the growth of e-commerce in the Americas. I am fluent in spoken and written Spanish, having built on my proficiency in that subject when working in Argentina and Mexico.

In addition to the qualifications and abilities outlined above, I have kept my IT skills fully up to date (including MS Excel and Access) and am competent in a wide range of business data analysis operations. The position also requires someone with good communications skills who is able to negotiate with corporate clients: I enjoy making new contacts and establishing relationships with a wide range of people, and have successfully liaised with Mexican companies when arranging student activities while I was a teaching assistant in Tampico.

I feel that the position offered would be ideal in giving me the opportunity to use my education and skills to provide a high level of service for the international client profile you describe. I look forward to hearing from you.

Yours sincerely,

Sara Green