

Name

City, State | Phone Number | Email

Date

Contact's Name

Contact's Title

Organization Name

Street Address

City, State Zip

Dear (Contact's Name) OR Dear Hiring Manager:

The purpose of this letter is to apply for the Business Analyst position with Microsoft. I learned about this position from one of my colleagues that works for Microsoft and I immediately felt compelled to submit my credentials for review. As a leading competitor in all industries related to technology, finding the most talented people is essential to remaining on top. Growing up in the beginning of the technology of the 2000's, IT cultivated a sense of curiosity in myself that helped mold me into the person I am today. Through my various professional experiences at Florida Atlantic University and in technology internships, I possess the necessary skillset to excel in this role.

The following credentials help to support my ability in bringing exceptional value to this position:

- Knowledge of infrastructure and operations
- Ability to boost morale and confidence in a large group setting
- Proven ability to develop and maintain professional relationships
- Ability to interpret data and streamline reporting using reporting tools such as Excel, Smartsheets, Tableau, Clarity.

Due to my background, interest, and experiences, I am able to make a significant contribution to the team at Microsoft and help to support and maintain excellence in operation efficiency. Microsoft and I both will benefit from my skills by having proven results from my ambition and ability to resonate and connect with people.

With a passion for Infrastructure and operations management, this opportunity will allow me to be surrounded by some of the best and brightest minds in the field of Information Technology. I have attached my résumé for further review, and I look forward to the opportunity to learn about this role and discuss how I can contribute to the Microsoft enterprise.

Sincerely,

Signature

Name



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777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
career@fau.edu | 561-297-3533 | fau.edu/career