First Name Last Name

Street Address

City, State Zip

Phone number

Email

Month ##, Year

Company Name

Street Address

City, State Zip

Phone number or email

Dear [Recruiter name],

My name is XXX and I am currently a senior at University Name. I was introduced to [Company name] through Cornell’s online job portal Handshake and am excited by the work you do in providing innovative solutions in strategy development for the healthcare and life sciences industries – a result of my experience working in <strategy formulation and in clinical oncology>. As a graduating senior passionate about addressing challenges in the life sciences space, it is with great enthusiasm that I submit my application for the Business Analyst position at your firm.

I will be graduating this May with a B.S. in Biological Sciences and in Applied Economics and Management, a dual degree program that merges my passion for healthcare and financial services. As a student at Cornell’s Dyson School of Applied Economics, my coursework has made it possible for me to develop a sharp financial acumen and acquire an integral understanding of finance, risk mitigation, and market behavior. My concentration in applied economics has given me the ability to apply economic analysis in strategy development in a wide variety of contexts.

Although I have limited formal work experience outside of academic research, my academic pursuits have taught me how to 1) integrate myself quickly in any new environment and 2) learn new skills quickly and thoroughly. Furthermore, I have worked in research projects in both economics and the biomedical sciences and from this, I’ve developed an understanding of the life sciences industry as well as highly transferable skills including an ability to multitask and think critically, pay strong attention to detail, and develop creative approaches towards defining and solving problems.

Given my background and my relevant coursework, I believe I would be able to contribute a wide variety of skills and a unique perspective as a [Position] at [Company]. Thank you very much for your time and consideration. I hope you will find my skills and experience of potential use to your firm and I look forward to hearing from you.

Best regards,

Name

University ‘##