

119 Beasley Road

Oxford OX2 6BD

Ms Anne Richards

10th September 2016

Graduate Recruitment Officer

Gregory Consultants

Little Round Street

London SW1 9YH

Dear Ms Richards

I am writing in response to the recent vacancy for your company that was advertised on the Oxford University Careers Service website. I wish to apply for the post of Business Analyst with Gregory Consultants.

As you will see from my CV, I am in my final year at Oxford University, studying Mathematics. My internship with Schroder Salomon Smith Barney convinced me that I have the personality and qualities necessary to be a successful business analyst, and I am keen to pursue a career in the consultancy sector, as I believe it will give me exposure to, and involvement with, a variety of different organisations. From my discussions with those in the industry, I know that you value breadth of experience and encourage your analysts' involvement with all stages of a project. The opportunity to see a project from conception to conclusion appeals enormously to me.

I would like to work in an environment where the pressures and rewards are immediate, and I am applying to Gregory Consultants because it is an expanding firm with a good reputation for both training and rewarding its employees. I feel confident that I can meet the challenges presented by such a fast-moving business.

I am effective in team situations, and enjoy working with others towards a common goal. I have sought out opportunities to work on worthwhile projects throughout my time at university, and planned and managed publicity for the college ball and the voluntary organisation Jacari. My three-month placement as a business analyst involved work in a range of areas, including research and modelling, and I was able to use the analytical skills honed during my degree to good effect, as well as developing my written and oral communication skills liaising with visiting sixth-form students.

I look forward to hearing from you.

Yours sincerely

Joanne Miller