**Research Analyst Cover Letter**

Dear Ms. Smith,

A colleague of mine, Mr. Fred Bob, recently told me that you were in the market for a Research Analyst for your company. I have been seeking just this kind of opportunity to growth with long term and to apply my experience and knowledge to. I am therefore enclosing my resume for your convenience.

As my resume indicates, I have been employed as a Research Analyst for over six years, have a degree in Finance and Accounting, and solid technical knowledge. Beyond this, I have gained considerable experience in research analysis from my internship at Industrial Economics in which I was responsible for researching all client market analysis and reporting in kind with details and lucid interpretation. I carried this forward to my present job as Research Analyst. I also bring extensive experience in all computer applications to include visual programs, C, C++, Word, and Excel.

I really look forward to the possibility of meeting you, and ask that you call at (555)-555-5555 to schedule a time. Thanks for your consideration.

Sincerely,

Signature

Kenneth Dennett