Emily Smith

123 Main Street, Anytown, CA 12345 · 123-456-7890 · abc@xyz.com

September 1, 2018

Lily Lau

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Ms. Lau,

The job listing, posted on LinkedIn, for an Associate Market Research Analyst caught my attention. I am confident my experience leading various [focus groups](https://www.thebalancesmb.com/what-is-a-market-research-focus-group-2296907?_ga=2.248549313.776415256.1529692674-512062460.1528478414), evaluating high-profile market research studies and providing actionable business recommendations would provide much value and benefit to your organization.

My various positions have taught me the importance of developing and maintaining professional relationships and record-keeping. Throughout any market research study, it is vital proper documentation takes place. Many parties are interested in accurate results that will ultimately help drive business objectives and focus. It is my priority during each study that protocols are followed to ensure a company’s outcome is one that will help increase profits, visibility or whatever the final objective may be.

I ask for a few minutes of your time so we can further explore the contribution I could bring to your organization.

Please contact me at abc@xyz.com or 123-456-7890 to arrange a time. I look forward to hearing from you and appreciate the opportunity to apply and be considered for this position.

Sincerely,

Your Signature (hard copy letter)

Emily Smith