

**Mary Jane Smith**

Box C-1111, Bryn Mawr College  
101 N. Merion Ave.  
Bryn Mawr, PA 19010  
(321) 555-1212, (610) 526-5555

October 4, 20XX

Nicole O'Neil  
111 Huntington Avenue  
10th Floor  
Boston, MA 02199

Dear Ms. Nicole O'Neil,

The problem solving and quantitative skills I have acquired as a senior Math Major at Bryn Mawr College match with the qualities that Analysis Group, Inc. is looking for in its future analysts. Not only have I taken relevant courses, such as Money & Banking and Probability & Statistics, but have also developed my communication skills, problem solving methods, and leadership abilities.