

# Frances la Fort

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Insert date

Ms. Elizabeth Easton  
Human Resources Manager  
The Best Research Company  
1234 King Street  
Barrie, Ontario L4N 8T5

*Sample "cold call" letter  
when investigating possible  
job opportunity*

Dear Ms. Easton:

I am an enthusiastic Research Analyst student at Georgian College and currently seeking a challenging position at the Best Research Company where I can apply my excellent communication and problem solving skills. I am confident that my training in conducting applied market and social research, coupled with my skills and experience will be of mutual benefit to your research team.

Highlights from my background that demonstrate the attributes and experience I bring to the table include:

- Proven skills in managing research projects from inception and formulation of the research questions, through research design, information retrieval, data analysis and interpretation to the preparation of finished reports.
- An awareness of ethical and legal concerns, communication processes, qualitative and quantitative methodology.
- Project management skills required to complete assignments with competing deadlines.
- Facilitation skills used in running focus groups and presentations.
- Excellent understanding of the operations of SPSS and Excel to perform statistical analysis.

My work style is characterized by initiative, team leadership and goal orientation. I am very proud of my reputation for being able to step up to any challenge and deliver results. My peers appreciate my enthusiastic approach to team collaboration, and my managers respect my ability to get the job done.

Thank you for reading my application package. I would be pleased to set a time for an interview with you to further review my qualifications, and the benefits your organization could realize by hiring me. Please feel free to contact me if you have any questions.

Sincerely,

*Frances la Fort*

Frances la Fort

*Consider scanning your  
signature and inserting here  
to finish off your letter*