

## Sample of Application Letter - Business Administration

x<sup>th</sup> XXXXXXX, 20xx

Dear Sir/Madam,

In reply to your advertisement in the website of Job Searching dated x<sup>th</sup> XXXXXXX 20xx, I am writing to apply for the position of Business Development Officer in your company. I am a fresh graduate from the University of XX with a Bachelor of Business Administration. As far as I know, a Business Development Officer is mainly responsible for the daily administrative work of opening up new sales channels, assisting the company in writing business proposals according to the needs of the clients and maintaining a long-term relationship with them.

From the four years of study in the department of Business Administration, I have a deeper understanding of business theories in different areas. Among them, the studies related to marketing and data analysis impressed me the most. Through understanding the needs of different people in the society, the characteristics of products of different companies in the same market, analysis of past sales and the impact of different factors on product sales, etc., will also make a significant change in the company's business.

In the final year of university, I got a chance to work as an internship trainee in the investment department of a bank. In addition to getting to know colleagues who are experienced in different business areas, I also had an opportunity to meet with the management to understand what to consider when preparing for new sales promotion campaign. Meanwhile, I also needed to assist my supervisor and communicate with different departments to complete the tasks within a tight schedule. There is a famous quote from Robert Kelly "Not all corporate success is due to leadership". In this valuable internship experience, I definitely understand the importance of this quote. In addition, this internship experience also enriched my knowledge beyond school and gave me an opportunity to learn how to apply theories in workplace effectively which has made me capable of long-term development in the business society.

Outside school, I participated in different extra-curricular activities to achieve a balanced development of my body and mind. Triathlon is my favourite activity. Although the process of practicing and completing it is very difficult, this sport can strengthen my will power and perseverance. It inspired me to never give up and work even harder to achieve the goals. Besides, I also like to play football with my friends. Playing football requires strategy, analytical skills and teamwork. I believe that I can apply these skills in the workplace.

I enclosed herewith my resume. I should be grateful if you could grant me an interview so that I could demonstrate my ability and passion. I can be reached at 9xxx xxxx and I look forward to receiving your kind consideration to my application.

Yours faithfully,  
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