Valerie Alexander

[Street Address] New York, NY 55900◼ [Email Address] ◼ 555.555.5555

**Today’s date**

Mr. Jim Johnston, Human Resources Director

Company name

Address, City, State, zip

Re: Intelligence Analyst Position, Advertised in ID Intelligence Diary

Dear Mr. Johnston,

Following the job posting in the ID Intelligence Diary on your firm’s behalf, I am submitting my resume for your consideration for the position of intelligence analyst.

As stated on my resume, I have 12 years of experience in the intelligence field, and while I am unable to discuss the particulars of my work for reasons of confidentiality, I can share with you the general duties that I am privileged to conduct.

I use my critical thinking skills, analytical abilities to discern patterns, and knowledge of strategy and other cultures to infer the most reasonable opportunities and prospects.   
I uncover, research, and analyze data to reveal any weaknesses in the organization in which I’m employed, as well as those of our competitors/enemies, discover the reality of our ranking, and enhance our position.

I utilize my investigations to recommend strategies and forecast accurately the results. Again, forgive me for not being more transparent about details of my work. If you provide me with a difficulty your organization is facing, I will be more than happy to demonstrate my skills on it instead. I am able to assume responsibility for the post in the near future.

Please be in touch with me at the above contact information.   
I await your response.

Sincerely,

**Valerie Alexander**

**Enclosure: Resume**