

(to be sent in body of email, with only resume as single page pdf attachment)

Dear (Hiring Manager / Sir or Madame / Name if available),

I am sending this email to express my interest in the (position title) position, which was posted on (location of posting) earlier this week. I have broad exposure to the industry, from field experience on both production and stimulation sides, to the logistical side that takes place in the head office.

In my current role as a business analyst with (current company), I have the benefit of working in virtually all areas of the business - I model multi-million dollar frac's, report on (the firms) ROIC, and so much more. This position requires a deep understanding of the industry's costs and drivers, which is a vital part to any research-related position.

I learned how to handle long, unpredictable hours when I ran a cement truck for (company), so the early mornings and long days do not faze me. If three hours of my work means the analyst can spend an extra fifteen minutes with a covered company's management, I'll do it no questions asked.

Given my experience in all sides of the upstream services sector I believe I would make a particularly good fit for this position. A copy of my resume is attached for your reference. I would welcome the opportunity to discuss my qualifications with you and learn more about (name of prospective company) at your earliest convenience. I can be reached at (phone number), or via email at (email). Thank you very much for your time and consideration.

Sincerely,

(name)