December 14,2020

Dear Hiring Manager,

As a loyal employee of Simply Green Home Service, I am excited to formally apply for the Business Analyst position with the Product Team. Since starting as an Invoice Analyst over at Simply Green one year ago in the Accounting Department, I‘ve quickly understood the requisite skills for the role and looking to switch into my desired career field. While I am happy with my current position, working as a Business Analyst is more in my long-term career goals, and I feel that I would be an immediate asset to the team.

Since starting my career at Simply Green as an Invoice Analyst, I have demonstrated my ability to learn quickly and exceed exceptions. During this year, I have been working on developing my analytics skills by gaining a certificate in Big Data Analytics and regaining my knowledge of statistics.

After gaining my degree At York University, I work as a Business Analyst Intern at General Electrical which allowed me to complete business forecasts and presentations. The skillset I developed while working at my previous internships and work experience as a Junior business analyst/ data analyst was invaluable. I can successfully review data markets and business environments to make recommendations and to forecast business profits and areas of need. My unique blend of experience and education make me an excellent choice. I am highly detailed-oriented analytical and accurate, Ny strong skills allow me to work with minimal supervision and provide great reports,

I know you will agree that I am a great candidate for the Business Analyst position. I look forward to meeting with you to further discuss the available role with you. I am available by telephone (647-892-4308) to schedule an interview.

Sincerely,

Tabita Charles