

# BUSINESS ANALYST

1945 E Plymouth Blvd, Boston, MA 02101 • (617) 658-2717 • [your.email@email.com](mailto:your.email@email.com)

[Today's Date]

123 Company Address

Company's City, State, Zip Code

(xxx) xxx-xxxx

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

[Dear Mr./Mrs./Mx. Hiring Manager's Name]

I'm excited to be writing to you regarding the business analyst position advertised on (website's name). With 7+ years of experience supporting business solution software and analyzing business operations, I believe I'm a perfect fit for this role.

As a business analysis at TELLCO, I analyze clients' business requirements and processes through document analysis, interviews, workshops, and workflow analysis. Using my knowledge of SQL, I further support our client's systems by conducting 5+ levels of testing including functional, regression, user acceptance, integration, and performance.

During my tenure with TELLCO, I have personally saved clients \$500,000 annually in business costs, while also increasing their revenue by 15% through streamlining processes and workflows.

Among my peers, I am regarded as an analytical expert, with great problem-solving skills. Furthermore, I have a proven track record to translating stakeholder requirements into tangible deliverables that exceed expectations.

My resume is enclosed and will give you further insight into my skill sets, accomplishments, and experience. I look forward to discussing my application with you further, and how my qualifications and skills can be an asset to your team. I appreciate your time and consideration.

Sincerely,

[Your name]