

BUSINESS ANALYST

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[Today's Date]

123 Company Address
Company's City, State, Zip Code
(xxx) xxx-xxxx
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]