**BUSINESS ANALYST COVER LETTER**

February 15, 20XX

Katherine Taylor

HR Manager

Astoria Stories

1717 31st Ave

Astoria, NY 11106

Dear Sir,

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 that I’m a perfect fit for this role.

As a business analyst 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 clients’ 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 of 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,

Signature