**BUSINESS ANALYST COVER LETTER**

07/10/20XX

Application for the position of Business Analyst

Dear Hiring Manager,

I am writing to you regarding the Business Analyst position at EMQE, Inc. that I saw on LinkedIn.com. Based on my industry experience, knowledge of the field, and relevant skills and abilities, I believe I have everything needed to meet and exceed your expectations and successfully execute all duties associated with the role.

Over the years, I have proved multiple times that I can take an initiative and lead assigned projects to the successful end. This came especially handy when I became responsible for the development and implementation of a new program that was supposed to decrease unnecessary business expenses at CIT Group, Ltd. Although it was a very challenging task, we were able to reduce it significantly by 15% within only two years. Besides that, I spent most of my work time on the collection and analysis of business data, integration of business process improvements, and the creation of new and more efficient statistical business models. For the achieved results, I was recognized by the company's top executives and ranked as one of the top employees.

I would also like to bring to your attention my strengths and abilities which I have developed not only in the previous job but during my university studies at the McGill University, as well. I'm a data-driven critical thinker with excellent communication skills, who is able to adapt to new environments quickly.I am also a performance-driven person that is not afraid to excel and bring new ideas and solutions to the table. Moreover, my experience and accomplishments are great evidence of the ability to work in a team setting. On the other hand, I can function independently too. It greatly matters to me to work for a company that offers flexibility and opportunity to grow both personally and professionally, which I believe your company does.

Thank you for the consideration and I look forward to speaking with you soon.

Sincerely,

Maria Wagner