**BUSINESS ANALYST COVER LETTER**

Dear Sir,  
  
As an accomplished Business Analyst and long-time admirer of your company, I was thrilled to see an opening for a Business Analyst position. With my background in data analytics and implementing IT solutions, I’m confident I can help XYZ Company achieve its goals.

In my previous role at 123 Technology, I evaluated our business processes and implemented solutions that improved our work. My biggest wins include restructuring our communication portal to improve employee satisfaction by 45% and leading the automation of our sales process to increase efficiency and boost revenues.

I am experienced in everything from modernizing systems to liaising with stakeholders. I’m committed to the work I do because I love helping businesses improve. If given the opportunity to join the XYZ Company team, I would ensure that I optimize your processes and position you to thrive in the future.

I’m looking forward to bringing my business management and data analysis skills to XYZ Company. I have attached my resume so you can learn more about my qualifications. Feel free to contact me through email or phone.  
  
Thank you for your time and consideration.

Sincerely,

Signature