**LETTER TEMPLATE  
BUSINESS ANALYST COVER LETTER**

**[Date]**

Dear **[Hiring Manager Name],**

With my experience in **[list relevant experience],** I would be a great addition to your team. I am passionate about analyzing data and implementing solutions, and I am confident I have the right knowledge and experience to excel at **[company]** as a **[job title].**

In my most recent position as a **[current/past job]** at **[current/past company]**, I was responsible for **[list relevant responsibilities, duties, or projects]**. My work helped **[list impact of your work]**. My experience in these areas will help me achieve similar results for **[company].**

I would be thrilled to join [company] because I truly admire **[list what you admire about the company].** As the **[job title]**, I look forward to **[list ways you can help the company].**

Please find my resume attached, which lists more information about my skills, education, and experiences. Feel free to contact me at **[contact information]**. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

**[Name]**