**BUSINESS ANALYST COVER LETTER**

DearSir,

With more than 3 years of experience analyzing business operations and managing a diverse portfolio of projects, I’m excited to bring my experience and skillset to XYZ Company as a Business Analyst.

In my current role as Project Manager at 123 Technology, I analyze our clients’ requirements and lead a team of 20 employees to deliver business solutions. I develop project plans, monitor performance, and ensure that the needs of our stakeholders are met. Recently, I led the redesign of one of our client’s data system, resulting in a projected annual saving of $200,000.

During my time at 123 Technology, I have gained valuable skills in data analysis, budget allocation, and critical thinking that I will bring to XYZ Company. I have expert problem-solving skills and a proven track record of exceeding stakeholder expectations. The collaborative and forward-thinking work culture at XYZ Company sounds like the ideal environment for me to thrive.

I have enclosed my resume, with more details about my skills, accomplishments, and experience. I look forward to discussing my qualifications with you further. I very much appreciate your time and consideration.

Sincerely,

Signature