**BUSINESS ANALYST COVER LETTER**

February 15, 20XX

Katherine Taylor

HR Manager

Astoria Stories

1717 31st Ave

Astoria, NY 11106

Dear Sir,

As an IT enthusiast and admirer of your brand, I became immediately excited when I saw your opening for the business analyst position. With my data-driven background in software processes and IT business analytics during my 5 years at Brooklyn Tech, I know I have the skills and know-how to take Astoria Stories to the next level.

At my previous position at Brooklyn Tech, I held a position which required skills and abilities that translate well to a role at Astoria Stories. My 5+ years of experience as a system engineer and business analyst puts me in a unique position to be a top candidate for the job..

During my time at BT, I had some incredible wins:

* Tore down and reconstructed customer communication protocols, saving the company more than $150,000 annually
* Implemented process analysis and adjustment initiative, boosting revenue by 15% in 20XX
* Instituted Agile framework and SCRUM methodology to improve workflow processes by 25% over 3 years

As you see, I am heavily committed to the work that I do, whether it’s identifying IT process improvements or liaising with stakeholders to analyze strengths and weaknesses. If given the chance to prove myself at Astoria Stories, I will bring that same dedication and drive.

I would welcome the opportunity to discuss your current business objectives and show you how my successes at Brooklyn Tech easily translate over to Astoria Stories for increased growth and streamlined processes.

Sincerely,

Valentina Ferragamo