[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Hiring Manager’s Name],

I’m excited to be writing to you regarding the business analyst position advertised on (Website’s Name).  With over 5 years of experience supporting business solution software and analyzing business operations, I believe that I am a perfect fit for this role.

As part of my current role as a business analyst at TECCO, I analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis. Using my knowledge of SQL, I further support our clients systems by conducting 5+ levels of testing including functional, regression, user acceptance, integration and performance. During my tenure with TECCO I have gained valuable knowledge of customer service, EDI standards, and risk analysis.

Among my peers, I am regarded as an analytical crackerjack with expert problem-solving skills. Furthermore, I have a proven track record of translating stakeholder requirements into tangible deliverables that exceed expectations.

My resume is enclosed, and will give you further insight into my skill sets, accomplishments, and experience in this sector. I look forward to discussing my application with you further. I appreciate your time and consideration.

Sincerely,

[Your Name]