**Business Intelligence Analyst Cover Letter**

Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

27th April 2015

Dear Ms Graham,

With reference to an advertisement on the Dayjob.com website, I would like to apply for the post of Business Intelligence Analyst with your company.

As someone who can combine reports from different tools into a consolidated conclusion, I feel I have all of the competencies that you are looking for in a candidate. In addition to this I have experience of working in an environment where technology is constantly changing and furthermore am someone who is keen to prove myself in a tough environment like yours.

Accustomed to working in fast paced operations where deadlines have to be met, means that I will have no problem providing an out of hours support service when required to meet any testing and reporting deadlines.

With my present employer I have undertaken a key role in developing robust business forecasting models, and in providing key results and insights to the Management Team. I am also involved in reporting solutions and analysis to internal and external client teams. Aside from my technical competencies I can be a strong and well respected ambassador for any Business Intelligence department.

Right now I am keen to work for a company where an attractive remuneration package is on offer, commensurate with experience. To help you make a decision on my application I have attached my most recent CV with this letter.

Please do not hesitate to get in touch for an informal chat or to arrange an interview at a place and time of your choosing.

Yours sincerely,

Name  
Address 1  
Address 2  
Tel: 0044 121 638 0026  
Email: info@dayjob.com