[Full Name]

[Physical Address]

[Telephone Number]

[Email Address]

[Date]

Application for the position of Business Analyst.

Dear [Recipient’s Name],

I am writing to apply for the position of business analyst as advertised in [where you saw the advertisement]. My training, passion for data and business solutions, and my keen eye for detail make me a perfect fit for the position. I am eager to become a valued member of [company].

I have a [qualification] from [institution], [location of institution], and [number of years] years of experience turning data into business solutions. As per the requirements for the position at [company], you will notice in my resume that I [mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting].

In my previous role as business analyst at [company], I [discuss your core responsibilities]. In [year], I lead a team [talk about a major accomplishment]. Experience has taught me to [what have you learned].

I am thrilled to be applying to [company], because I admire your [name two or three things you know about the company in general that you like]. As the business analyst, my commitment to the highest standards of accuracy and accountability will be of the greatest benefit to [company].

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

[Your Name]