

# Business analyst cover letter template

**Phoebe Wen**

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August 10, 2017

Ms. Katherine Collins

HR Manager

ABC Corporation

55 Great Lakes Blvd.

Sometown, IL 55555

**Re: Business Analyst, Ref. #12345, Advertised on Monster**

Dear Ms. Collins:

When I read ABC Corporation's advertisement on Monster for a business analyst, I decided to apply immediately. Data-driven and highly analytical, I bring to the table 15 years of experience as a business analyst able to influence corporate growth strategies through fact-based, data-driven insights and analysis.

Since earning an MBA, I have worked as a business analyst for a mid-size supermarket chain, a financial services organization and a global pharmaceutical company. In each position, I planned and directed analysis of complex initiatives ranging from proposed mergers, acquisitions and divestitures to Six Sigma-based process improvements, organizational restructures and product launch proposals.

Areas of success include:

- Producing detailed analytics and actionable reports that show key performance indicators, identify areas of improvement and **facilitate informed decision making**.
- **Minimizing uncertainty**, removing ambiguity and synthesizing large amounts of complex data into clear, concise and meaningful contexts.
- Leading system and process reengineering to capture improved efficiencies, fail-safe business continuity and **multimillion-dollar cost savings**.
- Conducting in-depth data mining, visualization and analysis to uncover and **rectify process weaknesses** and vulnerabilities, mitigate risk and resolve business and IT

As you can see, I am committed to being a positive driver of company goals and confident in my ability to improve ABC Corporation's operational performance. I am available to interview anytime and look forward to speaking with you. You can call me at (555) 555-5555 or email pw@somedomain.com. Thank you.

Sincerely,

Phoebe Wen

Enclosure: Resume