**Peter Parker**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mr. Banker

Rich Company, Inc.

Address, City, State, zip

Re: Business Analyst Position, Advertised in Portsmouth Republican

Dear Mr. Banker,

Regarding your ad in the Portsmouth Republican for a business analyst, I would like to refer you to my attached resume.

My expertise in data modeling, analyzing documents, and understanding business needs, even when they’re not specifically stated, achieve optimum financial results. My experience in formulating efficient processes resulted in higher yields and consistent management satisfaction.

I thoroughly analyze the business’s requirements and goals, and am able to guide projects through to successful completion.
As you can read in my resume, my former experience shows that

1. I am proficient at increasing productivity by an approximate 20% while reducing costs and inefficiency, which I accomplish without any worker resentment or lack of cooperation.
2. Through categorizing company resource allocation and directing the more efficient management of inventory, I have been successful in reducing surplus overload and honing a keener sensitivity to the market, resulting in a 32% increase in sales.

My communication and time management skills combined with my financial analytic abilities will make me an asset to Rich Company, Inc.

I would like to discuss my qualifications in more detail with you in an interview at your convenience, and am looking forward to meeting with you.

Sincerely,

Peter Parker

Enclosure: Resume