**Robert Smith**

**Business System Analyst**

[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],

This letter is concerning the job opening at your company for the position of Business System Analyst. As a highly knowledgeable and experienced Business System Analyst, I was intrigued by discovering a vacancy at your esteemed firm. My excellent analytical skills and efficiencies would prove to be a valuable asset for your organization.

[Company name xxxx] is a respected e-commerce brand, and it would be a good chance for me to excel in my career journey.

I hold a bachelor's degree in computer science and have total work experience of 5 years. I perform the following tasks in my current organization:

* Analyze the requirements of the organization by conducting routine assessments.
* Collaborate with the IT departments to formulate strategies and track the progress.
* Meet with the superiors to implement the improvements.
* Prepare comprehensive progress reports.

My remarkable analytical skills help me assess the current and future needs of the firm. I have outstanding interpersonal and communication skills. I am comfortable working jointly with the team members.

Enclosed is my resume, where you can find additional information on my previous experience and educational accomplishments. I hope to receive a favorable reply from your side.

Sincerely,

[Your Name]

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