|  |  |
| --- | --- |
| **Robert smith**  **Senior Business Analyst** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

As a long-time fan of your company, and with my passion for business analysis, I was elated to see your opening for the Senior Business Analyst role. I have strong background and experience in business analysis. These combined with my educational background, and recent work experience in \*\*\*\* would help me to take up the role of Senior Business Analyst in your company, and contribute to the success of the firm's goals. Highlights of my accomplishments as a Senior Business Analyst include:

* Mentoring junior analysts and helping them in major projects.
* Personally supervising multimillion-dollar funds and meeting project-defined milestones on such big projects.
* Delivering analytical results for fields, like finance, HR, and other business areas.
* Evaluating an entire range of business problems, necessities, and requirements to recognize and propose processes, solutions, and products to fulfil goals and objectives.
* Recognizing crisis areas and accomplishment gaps to mitigate, or eliminate.
* Find issues and maintain project management guidelines according to set framework standards and procedures.
* Summarizing business user visions and ideas into simple yet detailed business requirements & design documents.
* Delivering vital team leadership and assistance via effective interpersonal, organizational, communication, and leadership abilities.
* Collaborating with the IT team, relationship managers, web developers, and higher management to prioritize the current workflow and make sure that projects are delivered on time.
* Holding an MBA in \*\*\*\*\* from \*\*\*\*\* University

As a Senior Business Analyst at \*\*\*, I enjoyed dealing with the various work responsibilities, especially client discussions. My client satisfaction record and the ability to deliver the best in each project will enable me to become an ideal candidate for this role. If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Senior Business Analyst post. Thank you for your consideration.

Sincerely,

[Your Name]