Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am writing this cover letter for the position of a Business analyst at (name of the company). When I saw the advertisement for the position of a business analyst at (name of the company) I knew I had to apply. My experience with my skills and confident nature makes me the perfect candidate for the position.

I look forward to meeting your current staff and bringing my unique abilities and skills to (name of the company). I am the person who can analyze the received data and extract unique business solutions from it. I was always praised for this ability in particular by my manager during my work at (name of the company). I would like to proudly state here that during my tenure at (name of the company) I was awarded employee of the year award twice for my services and hard work.

Speaking of my previous job as a business analyst in (name of the previous company) I was not only responsible for the documentation of business and the functional requirements but also, I had the responsibility to fully document the user-cases and the stories in addition to process models.

I started my job at (name of the previous company) on (date/year) and left the job on (date/year). Therefore, I have an experience of (no of years) in the field as a business analyst up my sleeves. (name of the previous company) is undoubtedly a big name in the market and to have worked as a business analyst for them for (no of years) is no piece of cake. On top of it receiving the employee of the year award twice speaks itself about my abilities and skills.

Due to my experience of (no of years) as a business analyst, I completely understand the skills required to create innovative ideas and strategies based on the data provided. At last, I would like to extend my gratitude to you for considering my application for the position of business analyst in (name of the company).

I assure you that with my excellent communication skills and experience of (no of years) I would do my best in translating complex data into meaningful and concise reports. I am sure that if the selecting committee selects me, I would prove myself by playing my part in the growth of the company. Furthermore, I have attached my employment letter as well as an experience letter with the cover letter as proof. I look forward to meeting you in the interviews. For any further query, you are welcome to contact me on the mentioned contact details.

Yours Sincerely,

Name of the applicant