**Jenny Austin**  
**Business Process Analyst**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing in response to your advertisement for a Business Process Analyst. As a highly experienced professional with more than 10 years of experience optimizing business processes for leading organizations in the [Industry], I am confident that I possess the necessary qualifications and expertise required for this position.

With a solid track record of process improvement initiatives, I have considerable experience in analyzing and improving existing processes as well as identifying opportunities for process improvement. I have a firm understanding of process flows, and possess the ability to comprehend complex organizational structures. Furthermore, I am comfortable working in a fast paced environment where I can efficiently assess process performance and recommend solutions to maximize efficiency.

My experience also encompasses a wide range of project management capabilities, including gathering and analyzing requirements, developing process documentation, and ensuring the successful implementation of process changes. I possess a strong sense of customer service, and am adept at facilitating communication between departments throughout the organization.

I am confident that I will be an asset to your organization and am eager to apply my skills and knowledge to the position. I would appreciate the opportunity to discuss my qualifications and experience with you in more detail and look forward to hearing from you in the near future.

Thank you in advance for your time and consideration.

Sincerely,

**Your Name**

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