**Jenny Austin**  
**Business Systems 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 to apply for the position of Business Systems Analyst with [Company Name]. I am confident that my experience and qualifications make me an ideal candidate for this position.

With a Bachelor’s degree in Information Technology and six years of professional experience developing and implementing solutions to complex business problems, I am well- suited to this role. My expertise in analyzing data, developing workflow solutions, and creating technical documents make me a valuable asset to your organization.

I have a proven track record of success in the IT field, having established a reputation for successfully gathering and analyzing business requirements, designing and creating technical documents, and managing and troubleshooting various systems. Additionally, I am proficient in industry- standard data analysis and reporting tools such as SQL, Tableau, and MS Access.

I am confident that I can be a productive and effective contributor to your organization. I am highly organized and detail- oriented, able to manage multiple tasks and assignments simultaneously. I have excellent communication skills, allowing me to collaborate with both technical and non- technical teams.

I am eager to join a team- oriented organization where my skills and experience can be utilized to help the organization reach its goals. I have enclosed my resume and am available for an interview at your convenience.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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