**Jenny Austin**  
**Functional Business 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 submitting my application for the position of Functional Business Analyst. I am confident that my combination of education, expertise, and professional experience make me an ideal fit for this role.

I have been a Functional Business Analyst for the past five years, specializing in the analysis of business requirements and the development of process documentation, workflow diagrams, and formal specifications. During this time, I have worked closely with stakeholders to ensure the accuracy and completeness of all documentation. I am very comfortable in both written and verbal communication, and I am an excellent problem solver. My attention to detail is second to none and I am able to complete projects in a timely manner.

I am highly experienced in the use of industry- standard tools such as Visio, UML, and SQL, and I have extensive knowledge of the SDLC. I am also well- versed in the principles and practices of systems analysis, and I am adept at producing high- quality reports and presentations.

I believe that my qualifications and experience make me an excellent candidate for this position. I am confident that I can help your organization to improve process efficiency and achieve its goals.

If given the opportunity, I am sure I can make a positive contribution to your team. I look forward to discussing this role with you.

Sincerely,

**Your Name**

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