**Jenny Austin**  
**Peoplesoft 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 writing to express my strong interest in the Peoplesoft Business Analyst position with [Company Name]. With a strong background in business analysis, I am confident I am the ideal candidate for the position.

My experience as a Peoplesoft Business Analyst has been gained over the last four years, where I have worked with a variety of clients deploying and configuring the system. I have been responsible for managing the system’s functional and technical aspects, including creating reports and developing queries.

I am highly adept in designing, developing and implementing applications using Oracle SQL, PL/SQL, HTML, XML and other tools. I am well versed in the use of Crystal Reports and have a good understanding of ERP systems, financial applications, and web- based technologies.

In addition, I have excellent problem- solving skills, and a good eye for detail. I am able to develop creative solutions and am capable of managing multiple projects concurrently.

I am a hardworking, self- motivated individual with excellent communication and interpersonal skills. I take a proactive approach to my work and thrive in fast- paced environments.

Please find attached my resume, which outlines my qualifications and experience in more detail. I am confident that I am the right candidate for the job and I look forward to speaking with you further about this opportunity.

Sincerely,

**Your Name**

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