**Jenny Austin**  
**Planning Analyst**

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

horizontal line

4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Planning Analyst position at [Company Name], as advertised in [source of advertisement]. My expertise as an experienced Planning Analyst makes me an ideal candidate for this position.

Having worked with a large range of clients for the past [X] years, I have extensive experience in the analysis, development, and implementation of strategies for long- term planning and growth. I have extensive knowledge of market trends, financial analysis and forecasting, and data analytics. I keep up with the latest technologies and trends by attending relevant seminars and conferences.

I am confident that my strong analytical, problem- solving, and communication skills make me an ideal asset to the team. I have the ability to identify complex problems and develop solutions that meet business needs. I have the capacity to review complex financial data and make decisions that lead to successful outcomes. Additionally, I am comfortable working with a variety of stakeholders and can effectively manage multiple projects and deadlines.

I am certain that my strong background in planning and analysis, coupled with my tenacity and enthusiasm, make me an ideal candidate for this position. I am eager to discuss this opportunity further, as I am certain I would make a great addition to the team.

Thank you for your time and consideration.

Sincerely,

**Your Name**

horizontal line