**Jenny Austin**  
**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 to express my interest in the Process Analyst position at [Company Name]. With a background in business process management, quality assurance, and customer service, I am confident that I am the perfect candidate for this job.

I have strong experience in process analysis, data analysis, and process optimization. I have a proven track record of improving productivity and efficiency for a variety of companies. I have a unique ability to identify problems and find solutions to them. I have also worked with a variety of software systems, allowing me to easily identify opportunities for improvement and streamline processes.

I am also very proficient in customer service. I understand the importance of customer satisfaction and strive to exceed customer expectations. I have a keen eye for detail and always make sure to follow protocol and adhere to best practices.

I am very passionate about the work I do and I am confident that I could be an asset to your team. I am eager to discuss my qualifications in more depth, and I look forward to hearing from you.

Sincerely,

**Your Name**

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