**Jenny Austin**  
**SharePoint 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 interest in the SharePoint Business Analyst position at [Company Name]. With my background in business intelligence, data analysis, project management and process optimization, I believe I have the necessary skills to make a significant contribution to your team.

I have diverse experience working with SharePoint and have a proven record of success in helping organizations to maximize their efficiency and profitability through effective use of the platform. I have served in a SharePoint Business Analyst capacity for a variety of enterprises and have consistently delivered results that exceed customer expectations.

My ability to quickly familiarize myself with the needs of a business and identify the most effective use of SharePoint to meet those needs is one of my greatest strengths. I am also able to develop and implement customized workflows and processes to ensure robust and secure data management. My technical proficiency extends to working with APIs and SSRS for data visualization.

I am highly organized, detail- oriented and proactive. I am also an excellent communicator, well- versed in presenting complex concepts in an easy- to- understand manner. I am confident that I can quickly become an integral member of your team and help you achieve your objectives.

I have enclosed my resume, which further details my qualifications and experience. I look forward to the opportunity to discuss my candidacy further and demonstrate the value I can bring to your organization.

Sincerely,

**Your Name**

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