**Jenny Austin**  
**Technical 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 apply for the Technical Business Analyst position at [Company Name]. With my background in business analysis, technical knowledge, and problem- solving skills, I believe I am an ideal candidate for this role.

I have a Bachelor’s Degree in Business Administration and six years of experience working as a Business Analyst. During this time, I have developed expertise in project management, quality assurance, budgeting, and data analysis. My current role involves working with teams to evaluate organizational processes and develop solutions that are both efficient and cost effective.

I also have a strong technical background, having completed various coding and web development courses. This technical knowledge combined with my business acumen has enabled me to design and implement data- driven solutions to improve operational efficiency. I am also able to leverage my knowledge of programming languages and software development tools to create user- friendly applications that make it easier for stakeholders to access and manipulate data.

In addition to my technical and business skills, I have excellent communication and interpersonal skills. I am able to clearly and effectively communicate complex concepts to individuals at all levels of an organization, and I understand how to work with stakeholders to identify and prioritize their requirements.

I am confident I can be an asset to your team, and I look forward to discussing this opportunity in more detail. Thank you for your time and consideration.

Sincerely,

**Your Name**

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