

Jean Michaels

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Jack Smith

Department Hiring Manager
Big Business Corp.
(274) 826-9174
jack.smith@the-big-business.com

Dear Mr. Jack Smith,

I am a Business Analyst with three years of industry experience at System One and a master's degree in Business Analytics from the McCombs School of Business. During my time at System One, I have been dedicated to eradicating unnecessary expenditures, which has resulted in a 12% increase in company profits over two years.

The factors that initially piqued my interest in the Business Analyst position at Big Business Corp. are the company's reputation for financial success and the firm's dedication to creating a positive employee environment that promotes productivity and work satisfaction.

- As a business analyst at Big Business Corp., I am confident I can be an asset to your team and optimize your business spending. My previous accomplishments in this field include:
- Outsourced business processes resulting in a 12% decrease in unnecessary company expenditure
- Conducted regular error detection tests on client data resulting in a 15% error reduction and improved business insight accuracy.

I look forward to discussing how my unique skill set can help your team achieve even greater future successes, and I am available for an interview at your convenience.

Sincerely,

(Insert Signature Here)

Jean Michaels

P.S. – I'd also like to tell you about how I was nominated for the Business Analyst of the Year Award.