



Jayden Spencer

Business Analyst
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Jessica White

Senior Hiring Manager
ABC Tech
(987) 654-3210
j.white@abctech.com

Dear Ms. White,

I believe that my data-driven background will align closely with your future plans at ABC Tech. The system engineering and IT business analytics skills I acquired during my seven years as a business analyst can help take ABC Tech to the next level.

Throughout the course of my career, I have proven on multiple occasions that I can take the initiative and lead projects to a successful end. I planned and directed a range of complex procedures from proposed mergers and acquisitions to organizational restructures and product launch proposals.

My career highlights include:

- Developed new customer communication protocols that saved the company over \$1,2 million on an annual basis
- Instituted new frameworks and SCRUM methodology to improve the workflow process, which increased productivity by 27%

I would love to discuss the ideas and plans I have for ABC Tech to help it reach a new level in the industry. Please feel free to contact me with a time and date that suits your schedule.

Kind regards,

(Insert Signature Here)

Jayden Spencer

P.S. I would like to explain how I improved customer feedback scores by 36%.