

REGGIE RICARDO

Business Analyst 123 Number Ave., Charlotte, NC 28105 r.ricardo@email.com (123) 456-7890

January 1, 2021

ELLIOT ARNOLDSON

Hiring Specialist
EEE Manufacturing
(333) 333-3333
elliott@eee.org

Dear Ms. Arnoldson,

During my time with my current organization, I have earned multiple promotions and commendations as a result of my diligent work. It would bring me joy to continue that record of excellence by filling EEE Manufacturing's open Business Analyst position.

I've long admired EEE Manufacturing's reputation for high-quality work and excellent client relations. It is my opinion that my analytical and communication skills make me an ideal fit for your organization.

- I'd be thrilled for the chance to leverage my abilities on EEE Manufacturing's behalf. Here are examples from my past successes.
- Researched and then recommended new digital marketing strategies, which resulted in a 10% decrease in marketing costs while keeping returns steady
- Provided weekly briefs to executives on current external market conditions and internal business performance
- Streamlined a supply-procurement process, leading to annual savings of \$98,000

I'd appreciate the opportunity to discuss in more detail how my talents can let me seamlessly slot into your organization's Business Analyst role. I am available at your convenience, so please don't hesitate to contact me with an ideal time for you.

Sincerely,

(Insert Signature Here)

REGGIE RICARDO

P.S. One executive called me a "lifesaver," and I'd love to share why!