

Aisha Landry

example@myemail.com | (098) 765-4321
| 456 My Street, San Diego, CA 76543

Amy Smith
Brooklyn Investment Inc.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youreemail.com

[month, day, year]

Dear Ms. Smith:

I'm interested in applying for the business analyst position with Brooklyn Investments Inc. During my time with Manhattan Finance Firm, I led data analytics initiatives valued at up to \$1.5 million and identified data trends to inform data-driven decision making. I can achieve similar results for your organization in the business analyst role.

Brooklyn Investments Inc.'s reputation for transforming client businesses is what draws me to apply for this opportunity. Throughout my career, I've cultivated expertise in data visualization and business intelligence. I can help your company enhance business processes for your clients based on my career achievements:

- Improved data visualization for senior leadership and finance teams, which included developing a new dashboard to provide key insights on financial performance
- Identified opportunities to automate manual data entry processes for business results, resulting in a reduction of over 400 work hours per year

- Led a team of business analysts and data stewards to execute ad hoc reporting projects, provided coaching, and supported professional development

I look forward to telling you more about how my expertise can help execute data transformation projects for your client stakeholders. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Aisha Landry