

Brock Morrison

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Lori Taylor

Philadelphia Loan Partners

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Taylor:

I'm contacting you regarding the senior business analyst position with Philadelphia Loan Partners. With over 10 years of experience, I've performed high-level analysis and executed data analytic projects valued at up to \$3 million. My leadership expertise and industry knowledge would be a strong asset to your team in this role.

Philadelphia Loan Partner's dedication to providing low-interest loans and making a positive impact on underprivileged communities draws me to apply for this opportunity. During my time with South Philly Real Estate, I provided financial analysis to support initiatives for low-income housing. I can provide value to your team based on my previous achievements:

- Perform analysis for senior leadership and C-level executives on business operations, performance, and trends, which includes leading cross-functional teams to execute data analytic projects valued at up to \$3 million
- Lead the development of new Tableau dashboards to provide real-time insights into loan and finance products to determine long-term viability
- Gather, analyze, and transform large sets of raw data into business models using SQL, resulting in a process improvement initiative to restructure business lines

I hope to speak with you further regarding how my leadership experience and business analytics skills can aid your company's mission. You may contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Brock Morrison