

Entry-Level Business Analyst Cover Letter

From,
David J Perez
4648 Rainy Day Drive
Cambridge

Date: 21st Jan. 2024

To,
John Doe
4812 Bird Spring Lane
Houston

Dear John Doe,

I received my business analyst course certificate from Stanford. After that, I worked hard for my bachelor's degree in Economics at New York University on independent projects. My capstone project had secured \$40,000 in micro-financing for an African charter orphanage that serves 100+ disabled children and underprivileged students.

From your advertisement, I know that your company is interested in micro-financing in the dynamic business world. I believe my accomplishments in process design, software development, and business skills can be an asset to the company.

- In-depth analysis: I have led a team of 5 students and raised revenue up to 35%.
- Software development: I have worked with volunteers and senior software developers to analyze data and design for different financing apps.

I'd be privileged to discuss the job position for an assistant business analyst over coffee. I am looking forward to hearing from you.

Best Regards,
David J Perez, Junior Business Analyst

