JESSICA GARTNER

Business Analyst

555-1111-1111
 Wichita, KS

help@enhancv.com

Hinkedin.com

COVER LETTER

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent application for the Business Analyst position at [Company Name]. I am eager to reiterate my strong interest in this role and my belief that my skills and experience make me an excellent fit for your team.

Since submitting my application, I have continued to research [Company Name] and have been particularly impressed by [specific project or initiative]. As a Business Analyst with experience in [relevant skills, e.g., data analysis, process improvement, project management, etc.], I am confident that my expertise can contribute to the ongoing success of projects like these at your company. Some key aspects of my background include:

- [Specific accomplishment or responsibility from previous position].
- Proficiency in [relevant tools or software, e.g., Excel, SQL, or Tableau]
- Strong communication and collaboration abilities.

I understand that you may be reviewing numerous applications for this position, but I wanted to take a moment to reiterate my enthusiasm for this opportunity and my strong belief that my skills and experiences align with [Company Name]'s values and goals.

Please find my resume attached for your reference, and do not hesitate to reach out if you require any additional information. I would be grateful for the opportunity to discuss my candidacy further and demonstrate how I can be a valuable addition to your team.

Thank you for your time and consideration. I look forward to the possibility of speaking with you soon.

Sincerely.

[Your Name]

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The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America's domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain's the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today s job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown s ten easy steps and you ll be well on

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