

STANDARD COVER LETTER



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31 August 20XX

Jennifer Pastore
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Dear Ms Pastore

I was excited to see the Business Analyst position at Harborough's currently being advertised on reed.co.uk. As an experienced business analyst with over four years' experience optimising business processes, evaluating risk, and analysing operations, I'm confident that I'd be the perfect fit for the role.

Your job description mentions that you're looking for a candidate who has experience with agile methodologies such as Kanban. For the last two years, I've been working as a business analyst at Stafford Tech, where I've used Kanban extensively to streamline output. In fact, last year, Stafford's newest app was released 4 months ahead of schedule due in large part to a more efficient task management system that I helped implement.

Additionally, I'm highly adept at identifying points of inefficiency in business processes. For example, in my previous role I managed to reduce development costs by 20% by creating a plan to merge several features our team was working on into one centralised product.

I look forward to discussing my application and qualifications with you further. I'll follow up next week to make sure you've received my application.

Yours sincerely,

GABRIELLE PATEL

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N Colangelo



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