

# John Smith

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[Myemailaddress@google.com](mailto:Myemailaddress@google.com) in/John Smith

Contact Name

Title

Company Name

Address City, State Zip Code

[Date]

Dear Mr./Ms. Doe,

I was excited to see your job listing for the Business Data Analyst position at Eastward Strategies on Indeed.com. As a dynamic business analyst with over three years of professional experience administering and monitoring the financial processes of a variety of companies, making recommendations based on ongoing analysis of company resources, and adept at providing financial projections, I'm confident that I would be a valuable asset to the team at Eastward.

Your job listing mentions a need for someone who is experienced in business and data analysis in which I have extensive experience. I'm currently employed at Bank of America, where I've honed my skills by researching and evaluating financial instruments. While employed here, I've spearheaded introduction of financial products that successfully increased our assets by an impressive 13% over the course of six months, contributing substantially to the bank's annual goals.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and exceptional analysis will make me an immediate asset at Eastward Strategies and allow me to contribute to the team's success.

I look forward to discussing the Business Analyst position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]