

Lead Business Analyst Cover Letter

16708 Mante Valleys Blandafurt, MA 90081

Dear Corey Pollich,

I would like to submit my application for the lead business analyst opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for development and implementation expertise in all aspects of the current SP platform and the associated Microsoft SQL database server.

Please consider my qualifications and experience:

- Leading business and user requirements gathering through analysis of the project goals and the client's digital ecosystem, background research, and working sessions/interviews with stakeholders
- Leading the creation, communication and management of business and user requirements documentation using industry and company templates
- Leading creation of detailed functional specifications that document the agreed interface behavior for all types of users of the system and any back-end business rules or data requirements
- Supporting the account team in managing client stakeholders by providing documentation within agreed timeframes and consolidating open questions/issues for communication with clients
- Participating in client walkthroughs of documentation or live demonstrations of working functionality and capturing feedback
- Supporting the development team by communicating requirements and functional specifications responding to requests for clarification and deeper analysis
- Partnering with the QA team by reviewing and providing feedback on test cases, logging and triaging defects keeping documentation up to date as discrepancies are identified
- Supporting the release manager(s) to review and approve finished development work before release into production

Sincerely,

Tatum Homenick