

# Business Planning Analyst Cover Letter

3360 Lance ManorKingburgh, FL 91182

**Dear Denver Cartwright,**

Please consider me for the business planning analyst opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for insight to improve upon the current process, tools and methodology for budgeting, management reporting and forecasting to improve efficiency, accuracy, timeliness and level of support for the business.

Please consider my experience and qualifications for this position:

- Fosters a positive attitude while bringing creativity and innovation to all aspects of work
- Financial Analyst and/or Business Analyst experience preferred
- Identifies methods and procedures for accomplishing goals
- Establishes program metrics to track resources and accomplishments to ensure goals are achieved
- Knowledgeable of the framework and steps in creating strategic and business plans
- Knowledgeable of the organization, mission and functions of NGA and the key members of the Intelligence Community
- Familiarity with supply chain and material planning preferred
- Highly proficient in MS Office Products specifically Excel, PowerPoint, Word

**I really appreciate you taking the time to review my application for the position of business planning analyst.**

Sincerely,

Campbell Stokes