

# Business Project Analyst Cover Letter

9883 Haywood PointLake Woodrowchester, MD 37741

**Dear Hayden Hansen,**

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

Previously, I was responsible for support to Investment Operation and peer IT support groups in addressing business queries on business process and system functionality, primarily in the areas of Performance, Accounting, Treasury, and Investment Operations.

My experience is an excellent fit for the list of requirements in this job:

- Strong customer service orientation, including comfort with presenting to diverse technical and functional audiences at all levels of organization
- An understanding of technology and current trends - the what, why, when, and how of AJAX, HTML5, browsers, firewalls, networks, ERPs, CRMs
- Understand all elements of the software development life cycle, including planning, development, requirements management, quality assurance, release management and deployment
- Investigate and engage needed and entities to support new features and requirements
- Develop funding requests (PARs) for support of strategic initiatives
- Able to communicate status, updates and project summaries via presentations, email and direct communication with executives and senior managers
- Strong attention to detail, organizational skills and excellent written and verbal communication skills
- Mastery of agile methodologies and deliverables

**Thank you for your time and consideration.**

Sincerely,