

Business Project Analyst Cover Letter

39378 Belinda FreewayLeuschkefort, NE 32222

Dear Dakota Lesch,

I submit this application to express my sincere interest in the business project analyst position.

In my previous role, I was responsible for support to the Director and Associate, Senior Performance Analyst - Investment Business Operations in respect of collating and producing accurate MI for the governance of the investment business.

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

- Experience in designing new concepts/processes
- Attention to detail strong analytical skills, enabling work with large data files
- Problem solving, solution-thinking and decision making skills
- Flexibility to travel on short notice
- Participation in or experience managing cross-functional projects
- Project Management Professional (PMP) certification with PMI preferred
- Proficient with Microsoft Excel, PowerPoint, Word, Visio and Outlook
- Knowledge of major HRIS, payroll and time and attendance systems preferred

Thank you for taking your time to review my application.

Sincerely,

Avery Bruen