

Business Project Analyst Cover Letter

963 Harber Curve
Port Titus, AR 52744-7813

Dear Blake Kuvalis,

I am excited to be applying for the position of business project analyst. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for analytical support to Strategic Business Development Department through carrying out analysis and forecast, macro market analysis, investment review and budgeting process.

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

- Technical experience in enterprise level IT including structured disciplines such as business continuity and disaster recovery planning, application configuration, development, and deployment, problem and change management, Security and Access Management, and ITIL
- Knowledgeable in key HR business functions – core, benefits, time & absence, compensation and recruiting
- Strong understanding of business processes and best practices of the WorkDay HR suite
- Strong technical, analytical, problem solving and interpersonal skills
- Self-starter and effective collaborator, showing high interest in systems and process improvement
- Proficiency in Agile / Scrum methodology and experience in tools like Version one
- Determines a project's requirements by extracting them from the business, from current and future users, through interaction and research
- Should be adept at translating business requirements to technical requirements using powerful analysis and modeling tools, to match strategic business objectives with practical technical solutions

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

