

EXAMPLE BA COVER LETTER

[date]

Dear [Recruiter Name],

Re. Business Analyst Role – Job Ref XYZ

This application is in response to the Business Analyst / Process Analyst role, Ref: XYZ, advertised on Seek.com on 4 September 2011.

I am a [degree/diploma/certified/experienced] Business Analyst with [X number] years experience. My experience was gained within the [Insert industry i.e. Professional Services / Financial / Retail etc.] industry(s). My business analysis experience includes working on [national / international] projects with special focus on [relevant skills being sought in job ad i.e. BPMN2.0 process modelling, requirements workshops, etc.].

I believe my skills and experience are very relevant to the job being advertised and looks like a great match.

Please find my [resume / CV / curriculum vitae] attached and I look forward to speaking with you in relation to this role.

Regards,

[Your name]

[mobile number]

[landline if relevant]

[email]