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| **GENERIC** **COVER LETTER**From CV Genius | 38 Queens Road, London, Nw14 9EG07789 135 476will.baston@gmail.com­linkedin.com/in/will.baston |

14 March 2022

Jennifer Pastore

Harborough Tech

Market Square, London E14 6AQ, United Kingdom

07123 456 789

Jennifer.Pastore@Harborough.net

Dear Mrs Pastore,

I was excited to see the Business Analyst position at Harborough's currently being advertised on reed.co.uk. As an experienced business analyst with over four years’ experience optimising business processes, evaluating risk, and analysing operations, I’m confident that I’d be a perfect fit for the role.

Your job description mentions that you’re looking for a candidate who has experience with agile methodologies such as Kanban. For the last two years, I’ve been working as a business analyst at Stafford Tech, where I’ve used Kanban extensively to streamline output. In fact, last year Stafford’s newest app was released 4 months ahead of schedule due in large part to a more efficient task management system that I helped implement.

Additionally, I’m highly adept at identifying points of inefficiency in business processes. For example, in my previous role I managed to reduce development costs by 20% by creating a plan to merge several features our team was working on into one centralised product.

I’m confident that my adaptability, work ethic, and successful track record in business analysis make me an ideal candidate for the position at Harborough’s.

I look forward to discussing my application and qualifications with you further. I’ll follow up next week to make sure that you’ve received my application.

Thank you for your time and consideration.

Yours sincerely,

William Baston

Dear Job Hunter,

If you’re struggling to write your cover letter, don’t worry. You’re in good company – everyone struggles with it. For a high-quality cover letter that help you find a job, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yes, they can also help you with your CV!)

Or here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, you’re also going to need a CV.

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* [How to Write a CV](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
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