

Business Analyst cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Business Analyst role in your lending technology team at [Organisation name]. I have six years of BA experience in banking and NBFC projects, currently at a mid-size IT services company in Chennai.

My last project was a digital loan origination system for a two-wheeler finance client. I ran discovery workshops with sales, credit and operations teams across three regions, wrote over 120 user stories with acceptance criteria and maintained a traceability matrix linking each story to test cases. When credit and sales disagreed on when a loan should move to manual underwriting, I documented both positions with data on rejection rates and helped the business head make a clear rule. The system went live in two phases, and turnaround time from application to sanction fell from two days to under four hours.

I am comfortable with BPMN process models, data mapping for integrations and RBI-driven change requests. I hold the CBAP certification and work with Jira, Confluence and SQL every day.

My notice period is sixty days. I would welcome the chance to discuss the products your lending team is building.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior Business Analyst role at [Organisation name]. I recently completed my BBA with a specialisation in information systems, and I want to work where business teams and developers need someone to turn requests into clear, testable requirements.

During my six-month internship at a logistics software company in Gurugram, I sat with the operations team of a client warehouse to understand how they handled returns. I mapped the as-is process in a swimlane diagram, found that each return was being entered twice, once on paper and once in the system, and wrote user stories for a scanner-based returns screen with acceptance criteria. The product owner used my stories almost unchanged, and I helped test the screen before it went live.

I am comfortable running requirement workshops, writing BRDs and user stories, and drawing process flows in Visio and Lucidchart. I also use SQL to check data before I make a claim in a meeting.

I am preparing for the ECBA certification and can join immediately. I would be glad to complete a case exercise as part of your selection process.

Regards,
[Your name]

BEFORE YOU SEND IT

- Describe one requirement you clarified and what changed because of it, such as rework avoided or a process step removed; that says more than a list of documents you have written.
- Name the domain you know, such as lending, insurance, retail or logistics, in the opening paragraph; many BA roles are filled on domain knowledge as much as on technique.
- Mention the artefacts and tools you use, such as user stories, BPMN, traceability matrices, SQL or Jira, but keep it to one sentence and let your resume carry the full list.
- Do not paste screenshots of client documents or internal process maps; describe the scope and your approach in general terms and offer a sanitised sample if asked.