

## Jane Jerry

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Dear {Company Name},

I am a Business Analyst with 2 years of experience and a track record of taking initiative & learning new tools to streamline processes and drive impact. I am looking for a high-growth business analyst role.

I am very excited about the opportunity to work as {company}'s next {title}. Below I've provided a couple of notable achievements from my time as a lead data analyst at Standing Enterprises demonstrating the value I would bring to {company}.

- At Standing Enterprises, I worked collaboratively with a small team of 5 analysts to provide data insights to 7 managers at brick & mortar businesses **to grow net profits by 5% and 10% during my first and second year.**
- For a tea retail client, I reduced costs by 5% through analyses of product sales and operating hours. I did this by leading two projects:
  1. I identified and empowered my client to cut the 20 lowest-performing items off the menu. I used SQL to query 5 years of tea shop data from Microsoft Management Studio database, removed outlier data points in Excel (ex. dates impacted by COVID-19), and filtered by specific pastry/beverage, and shared the analysis with management.
  2. I built a heatmap analysis in Tableau that enabled my client to optimize store hours. I used SQL to query the previous 5 months of sales data from Symphony POS and organized it by hour in Excel. I then used Tableau to create a heatmap of foot traffic showing peak times. I shared this visualization with management and established buy-in to adjust store hours resulting in reduced overhead costs.

Thank you for considering my application. I look forward to hearing from you and discussing how I can drive growth at {company} as your next {title}.

Sincerely,  
Jane Jerry