

OLIVIA KIM

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Sep 15, 2026

Dear Hiring Manager,

I am writing to express my interest in the Business Analyst position at Tech Innovations Inc. With a Bachelor of Business Administration and three years of experience as a Marketing Coordinator, I have honed my skills in data analysis, project management, and market research, all while collaborating closely with cross-functional teams.

Tech Innovations Inc.'s commitment to innovation and integrity resonates deeply with me. I thrive in environments where collaboration is key, as I believe that diverse perspectives lead to more impactful solutions. My analytical thinking and problem-solving abilities have consistently allowed me to gather insights that drive strategic decision-making. This aligns well with your mission of leveraging technology for business transformation.

In my previous role, I developed detailed documentation and facilitated communication among various stakeholders to ensure alignment on project objectives. This experience has equipped me with the organizational skills required for monitoring project progress effectively while maintaining focus on business goals.

I am particularly drawn to the opportunity at Tech Innovations Inc., where adaptability is valued in a fast-paced setting. My proactive approach enables me to navigate evolving challenges while fostering a positive team atmosphere.

Thank you for considering my application. I look forward to the possibility of contributing my skills and passion for business analysis at Tech Innovations Inc.

Sincerely,
Olivia Kim