



Business Analyst Resume & Cover Letter Templates

Recruiter-ready structure and language built specifically for BA roles.

Resume Structure for Business Analysts

1. Professional Summary (2-3 lines)

State your focus area (e.g. process improvement, requirements management) and one quantifiable achievement.

2. Core Skills

List BA-specific skills: requirements gathering, BRD/FRD writing, stakeholder management, JIRA/Confluence, SQL, process mapping (BPMN).

3. Experience

For each role, lead with the business problem, then your analysis approach, then the measurable outcome. Avoid generic duty lists.

4. Projects (for freshers without BA experience)

Include any process you analyzed and improved — academic, part-time work, or personal — documented with the same problem/analysis/outcome structure.

5. Certifications & Education

List any BA-relevant certifications (e.g. ECBA, CCBA) and relevant coursework.

Resume Bullet Point Formula

Use this formula for every bullet point: [Action verb] + [what you analyzed/built] + [measurable result].

- Example: "Documented requirements for a customer onboarding workflow, reducing processing time by 30%."
- Example: "Facilitated stakeholder workshops across 3 departments to align on a unified reporting standard."

Cover Letter Template

Paragraph 1: State the role and one sentence on why BA work specifically interests you (not generic "I am passionate about business"). Paragraph 2: Describe one specific example of analyzing a problem and proposing a solution — your strongest story, told with the problem/analysis/outcome structure. Paragraph 3:



Connect your specific skills (tools, methodologies) directly to the requirements listed in the job posting.
Paragraph 4: A brief, confident closing requesting next steps.

Common Mistakes to Avoid

- Listing tools without context (e.g. "JIRA" alone says nothing — show how you used it).
- Generic objective statements that could apply to any role.
- Focusing on duties instead of outcomes.
- Cover letters that repeat the resume instead of adding a specific story.

