

Business Analyst Careers

Learn about Business Analyst Career Path in this one-day class. You will learn how to analyze job postings, review resume layouts, job portfolio, and commonly asked interview questions.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.com or visit: <https://training-nyc.com/courses/business-analyst-careers>



contact@nyimtraining.com • [\(212\) 658-1918](tel:(212)658-1918)

Course Outline

BA Career Path

What is the Business Analyst Career Path?

Overview of IIBA

IIBA Business Analyst Career Role Definitions

BABOK Knowledge Areas

Certification Levels

ECBA Quiz (**Class Exercise #1: Class Quiz based upon ECBA Sample Questions**)

ECBA Exam Preparation Guidelines

Resume Preparation Guide

Key Concepts in Business Analysis

Job Search Techniques and Practical Tips

Breakdown of Sample Job Posting

Resume Sample Layout

- Sample BA Objective Statements
- Sample BA Areas of Expertise/Skillset
- Sample BA Responsibilities List
- Sample BA Technical Proficiencies List

Cover Letter Key Elements and Samples

BA Soundbites for Recruiters

Professional References

Post Interview Thank you Letter

Hands on help with resume preparation (**Class Exercise #2**)

Compilation of Job Portfolio Samples based upon documents used in training

Interview Preparation Guide

Field tested thorough and detailed interviewing techniques

Interactive Q&A based format

- Subject Matter related questions
- Situational Questions
- Behavioral Questions
- Commonly asked interview questions
- Questions to ask the interviewers

Handout: List of 50 common BA interview questions with suggested possible answers

Conducting research about the company

Workforce preparation and readiness assessment

Mock interview