

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Title] within your organization. Having followed [Company Name]'s recent initiatives in [specific industry/project], I am eager to contribute my analytical expertise to your team.

In my recent role at [Current/Previous Company], I specialized in bridging the gap between business needs and technical solutions. I have a proven track record of [mention a key BA skill, e.g., optimizing workflows / gathering complex requirements / data-driven decision making]. One of my key accomplishments includes [briefly describe a specific achievement or metric], which resulted in [percentage/amount] improvement in [efficiency/revenue/accuracy].

My core competencies include:

- [Key Skill 1: e.g., Requirement Elicitation & Documentation]
- [Key Skill 2: e.g., Agile/Scrum Methodology]
- [Key Skill 3: e.g., SQL and Data Visualization Tools]
- [Key Skill 4: e.g., Stakeholder Management]

I am confident that my background in Business Analysis and my familiarity with [Company Name]'s goals-shared with me by [Referral Name]-make me a strong fit for this role. I look forward to the possibility of discussing how my skills can support your upcoming projects.

Thank you for your time and consideration.

Sincerely,

[Your Name]