

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Data Business Analyst position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having followed [Company Name]'s recent initiatives in [specific company project or industry trend], I am eager to contribute my analytical skills to your data-driven decision-making processes.

In my previous role at [Previous Company], I specialized in bridging the gap between complex data sets and actionable business strategies. I have a proven track record of using [SQL/Python/Tableau/Power BI] to identify key performance indicators that led to a [Percentage]% increase in [Metric, e.g., operational efficiency/revenue]. I pride myself on my ability to translate technical findings into clear narratives for stakeholders at all levels.

My background in [Specific Industry or Domain] aligns closely with [Company Name]'s current goals. I am particularly impressed by your team's approach to [mention a specific company value or data practice], and I am confident that my experience in [specific skill, e.g., predictive modeling or requirements gathering] would be an immediate asset to your department.

I would appreciate the opportunity to discuss how my technical expertise and business acumen can support the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]