

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

[Current Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Business Analyst position at [Company Name]. I was recently speaking with [Referral Name], who currently works as a [Referral's Job Title] at your company, and they highly recommended that I reach out regarding this opening.

Having recently completed my degree in [Your Major/Field of Study], I have developed a strong foundation in data analysis, requirement gathering, and process improvement. During my [Internship/Capstone Project] at [Organization Name], I successfully [mention a specific achievement, e.g., utilized SQL to identify a 10% inefficiency in a workflow], demonstrating my ability to translate complex data into actionable business insights.

I have long admired [Company Name]'s commitment to [mention a specific company value or recent project], and [Referral Name] has spoken extensively about the collaborative and data-driven culture within your team. I am eager to bring my technical skills in [mention tools, e.g., Excel, Tableau, Python] and my problem-solving mindset to contribute to your business objectives.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with the needs of the [Department Name] team.

Sincerely,

[Your Name]