

[Your Name]
[Your Phone Number]
[Your Email]
[LinkedIn Profile Link]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Junior Business Analyst position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your [Department Name] department. Having followed [Company Name]'s recent initiatives in [Industry Segment], I am eager to contribute my analytical skills to your team.

During my [Education/Previous Internship], I developed a strong foundation in requirement gathering, data visualization, and process mapping. Specifically, I successfully [Briefly describe a key project or achievement]. My proficiency in [Specific Tool: e.g., SQL, Excel, or Tableau] allows me to translate complex data into actionable business insights.

[Referral Name] spoke highly of your team's commitment to [Company Value or Project Type], which aligns perfectly with my professional goals. I am confident that my detail-oriented approach and ability to bridge the gap between technical teams and business stakeholders would make me a valuable asset to [Company Name].

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my background can support your current business objectives.

Sincerely,

[Your Name]