

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

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name or "Operations Team"],

I am writing to express my interest in the Operations Business Analyst position at [Company Name], as recommended to me by [Referral Name], [Referral's Job Title] at your organization. Having worked with [Referral Name] at [Previous Connection Context], they suggested that my background in data-driven process optimization would align well with your team's current objectives.

In my recent role at [Current/Previous Company], I specialized in bridging the gap between raw operational data and actionable business strategy. My core expertise includes:

- **Data Visualization & Reporting:** Developing dashboards in [Tool: Tableau/PowerBI/SQL] that reduced reporting turnaround by [X]%.
- **Process Improvement:** Implementing [Methodology: Lean/Six Sigma] workflows that resulted in a [\$Amount/X%] increase in operational efficiency.
- **Cross-Functional Collaboration:** Partnering with [Department Name] to identify bottlenecks and streamline [Specific Process].

I am particularly drawn to [Company Name] because of your recent focus on [Specific Company Initiative or Project]. I am confident that my ability to translate complex datasets into operational improvements will contribute significantly to your department's success.

I have attached my resume for your review and would welcome the opportunity to discuss how my analytical skills can support [Company Name]'s operational goals. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]