

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Strategic Business Analyst Application - Referred by [Referral Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Strategic Business Analyst position at [Company Name]. I was recently speaking with [Referral Name], [Referral's Title/Relationship], who suggested that my background in data-driven strategy and process optimization would align well with your team's current initiatives.

In my recent role at [Current/Previous Company], I specialized in bridging the gap between complex data sets and executive decision-making. My core focus has been on [Key Skill 1, e.g., market trend analysis] and [Key Skill 2, e.g., financial modeling]. One notable achievement includes [Brief mention of a specific metric or project success], which resulted in a [Percentage/Dollar Amount] improvement in operational efficiency.

I have long admired [Company Name]'s approach to [Specific Company Industry Strength]. With my expertise in [Technical Tool/Software] and strategic forecasting, I am confident I can provide the actionable insights necessary to support your long-term growth objectives.

I have attached my resume for your review and would welcome the opportunity to discuss how my skill set can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]