

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Systems Business Analyst position at [Company Name]. I was referred to this opportunity by [Referral Name], who currently works as a [Referral's Job Title] within your [Department Name] department.

With a background in bridging the gap between complex business requirements and technical system solutions, I have spent the last [Number] years optimizing enterprise workflows. In my previous role at [Previous Company], I successfully led the [Project Name] project, which resulted in a [Percentage/Metric] increase in operational efficiency by streamlining [Specific System or Process].

My core competencies include:

- Requirement gathering and functional specification documentation (BRD/FRD).
- System integration mapping and UAT coordination.
- Data modeling and SQL-based analysis to drive decision-making.
- Agile/SDLC methodology leadership.

[Referral Name] spoke highly of [Company Name]'s commitment to [mention a company value or current project], and I am confident that my technical proficiency in [mention software/tool, e.g., ERP, CRM, Jira] and my analytical mindset would make me a valuable asset to your team.

I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]