

**[Your Full Name]**

[Your Address]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

**Re: Associate Business Analyst Application - [Job Reference Number]**

Dear [Hiring Manager Name],

I am writing to express my interest in the Associate Business Analyst position at [Company Name]. As a professional with a background in [Your Degree/Field] and a strong foundation in data analysis and process improvement, I am eager to contribute to your team's success.

During my [previous experience/internship] at [Previous Company], I developed proficiency in [mention 2-3 skills: e.g., SQL, requirement gathering, or data visualization]. I successfully [mention a specific achievement, e.g., assisted in streamlining a reporting process that saved 10 hours of manual work weekly]. This experience has equipped me with the analytical mindset necessary to translate complex business needs into actionable technical requirements.

I am particularly drawn to [Company Name] because of your recent [mention a company project, value, or news]. I am confident that my ability to bridge the gap between stakeholders and technical teams, combined with my commitment to data-driven decision-making, makes me a strong fit for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]