

[Your Full Name]

[Your Address]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Graduate Business Analyst Application - [Job Reference Number]

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

I am writing to express my strong interest in the Graduate Business Analyst position at [Company Name], as advertised on [Platform Name]. As a recent [Degree Name] graduate from [University Name] with a focus on [Major/Specialization], I am eager to apply my analytical skills and passion for data-driven decision-making to your team.

During my academic career, I developed a robust foundation in [Skill 1, e.g., Statistical Modeling], [Skill 2, e.g., SQL/Python], and [Skill 3, e.g., Requirement Documentation]. My final year project involved [Briefly describe a relevant project or internship achievement], where I successfully translated complex data into actionable business insights, resulting in [Quantifiable outcome or grade].

I am particularly drawn to [Company Name] because of your recent work in [mention a specific company project, value, or industry trend]. I am confident that my ability to bridge the gap between technical requirements and business objectives will allow me to contribute effectively to your [specific department or team name].

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

Sincerely,

[Your Signature (if sending by post)]

[Your Printed Name]