

[Your Full Name]

[Address Line 1]

[City, State, Zip]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear

[Hiring Manager Last Name]

,

Re: Application for Junior Agile Business Analyst position

I am writing to express my enthusiastic interest in the Junior Agile Business Analyst position at

[Company Name]

. Having closely followed your company's recent

[mention a project or company achievement]

, I am eager to bring my foundational skills in requirements gathering and Agile methodologies to your development team.

During my

[degree/internship/previous role]

, I developed a strong proficiency in translating stakeholder needs into actionable user stories and maintaining a well-prioritized product backlog. I am particularly adept at:

- Facilitating communication between technical teams and non-technical stakeholders.
- Mapping business processes and identifying opportunities for digital transformation.
- Participating in Scrum ceremonies, including Sprint Planning and Retrospectives.
- Utilizing tools such as

[Jira/Confluence/Trello/Visio]

to document requirements.

What excites me most about

[Company Name]

---

is your commitment to

[mention a company value or specific tech stack]

---

. I am a fast learner who thrives in fast-paced environments, and I am confident that my analytical mindset will contribute to the successful delivery of high-quality software solutions.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the goals of

[Company Name]

---

.

Sincerely,

[Your Signature/Name]

---