

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Junior Business Analyst** position at [Company Name]. Having built a successful career in [Previous Industry/Field], I am now pivoting into business analysis, bringing a unique blend of [Skill 1] and [Skill 2] along with a certification in [Relevant Certification, e.g., ECBA or Google Data Analytics].

In my previous role as a [Previous Job Title], I consistently [Describe a major accomplishment that involves data, process improvement, or stakeholder management]. For example, I [Action taken] which resulted in [Quantifiable Result]. This experience sharpened my ability to translate complex information into actionable insights—a core competency I am eager to apply to the business needs of [Company Name].

To bridge my transition, I have mastered several technical tools including [Tool 1, e.g., SQL], [Tool 2, e.g., Tableau], and [Tool 3, e.g., Excel]. I am particularly drawn to [Company Name] because of your recent [Specific Company Project or Value], and I am confident that my background in [Old Field] provides me with a specialized perspective on [Specific Business Area] that traditional candidates may lack.

I am eager to demonstrate how my transferable skills in requirements gathering and process mapping can contribute to the continued success of your team. Thank you for your time and for considering my application.

Sincerely,

[Your Name]