

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[Portfolio/GitHub URL]

[Date]

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

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

I am writing to express my enthusiastic interest in the **Junior Data Business Analyst** position at [Company Name], as advertised on [Platform/Source]. With a background in [Degree/Field] and a strong foundation in data visualization, SQL, and business process improvement, I am eager to help [Company Name] leverage data to drive strategic decision-making.

During my [Time Period, e.g., internship or academic project] at [Organization], I focused on bridging the gap between raw data and actionable business insights. I successfully [Describe a specific achievement, e.g., developed a dashboard that reduced reporting time by 20% or identified a cost-saving opportunity using Excel/SQL]. This experience refined my ability to translate complex datasets into clear narratives for non-technical stakeholders.

I am particularly drawn to [Company Name] because of [Specific reason, e.g., your innovative approach to FinTech or your commitment to data-driven sustainability]. My technical toolkit includes proficiency in [Tools: e.g., Power BI, Tableau, Python, or advanced Excel], and I am committed to continuous learning to support your team's objectives.

I would welcome the opportunity to discuss how my analytical skills and business mindset can contribute to the continued success of the [Department Name] team. Thank you for your time and consideration.

Sincerely,

[Your Name]