

[Your Full Name]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: Junior Financial Business Analyst - [Job Reference Number]

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

I am writing to express my interest in the Junior Financial Business Analyst position at [Company Name]. As a [Recent Graduate/Professional] with a degree in [Finance/Economics/Accounting], I am eager to apply my analytical skills and proficiency in financial modeling to support your team's strategic objectives.

During my [Internship/Previous Role] at [Previous Company Name], I developed a strong foundation in data interpretation and financial reporting. I successfully [mention a specific achievement, e.g., streamlined a reporting process or assisted in budget variance analysis], which resulted in [mention a quantitative result, e.g., a 10% reduction in reporting time]. I am highly proficient in Excel (including VLOOKUPS and Pivot Tables) and have experience utilizing [Software tools like SQL, Tableau, or SAP] to visualize complex data sets.

I am particularly drawn to [Company Name] because of its reputation for [mention a specific company value or recent project]. I am confident that my ability to bridge the gap between financial data and actionable business insights will make me a valuable asset to your finance department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical background and analytical mindset align with the needs of [Company Name].

Sincerely,

[Your Name]