

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip]

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

I am writing to express my interest in the Junior IT Business Analyst position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Degree/Field] and a strong foundation in [Specific Skill, e.g., Requirements Gathering or SQL], I am eager to contribute to your team's success in bridging the gap between business needs and technical solutions.

During my [Internship/Project/Recent Role], I developed key competencies in documenting functional specifications and performing data analysis. I successfully [mention a specific achievement, e.g., assisted in the migration of a CRM system or mapped out 10+ business processes], which resulted in [mention a positive outcome]. I am proficient in tools such as [list tools, e.g., Jira, Visio, or Excel] and am comfortable working within [Agile/SDLC] frameworks.

I am particularly drawn to [Company Name] because of your commitment to [mention a company value or recent project]. I am a proactive problem-solver with strong communication skills, and I am confident that my ability to translate complex data into actionable insights will be an asset to your department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical skills and analytical mindset can support the goals of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]