

[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 interest in the Junior Operations Business Analyst position at [Company Name], as advertised on [Platform]. With a strong foundation in [Your Degree/Major] and a passion for data-driven process optimization, I am eager to contribute to the operational efficiency of your team.

During my [Time Period/Internship/Recent Role], I developed proficiency in [Key Skill 1, e.g., SQL/Tableau] and [Key Skill 2, e.g., Process Mapping]. I successfully [Briefly describe a specific achievement, e.g., identified a bottleneck that resulted in a 10% reduction in lead time]. This experience has equipped me with the analytical mindset necessary to translate complex data sets into actionable business insights.

I am particularly drawn to [Company Name] because of [Specific Reason about the company or industry]. I am confident that my technical skills, combined with my ability to collaborate across departments, will allow me to support your operations team effectively while quickly adapting to your business workflows.

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 Full Name]