

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio 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 Supply Chain Business Analyst position at [Company Name], as advertised on [Platform/Website]. With a foundational background in [Your Degree, e.g., Supply Chain Management or Data Analytics] and a strong technical aptitude for data-driven decision-making, I am eager to contribute to the efficiency and optimization of your global operations. During my [Internship/Previous Experience/Academic Project] at [Organization Name], I focused on [Specific Task, e.g., identifying bottlenecks in procurement or analyzing inventory turnover]. I successfully utilized tools such as [Excel/SQL/Tableau/ERP Systems] to interpret complex datasets, resulting in [specific achievement or metric, e.g., a 10% reduction in lead time or improved forecast accuracy]. This experience sharpened my ability to translate raw data into actionable supply chain strategies. I am particularly drawn to [Company Name] because of your recent initiatives in [specific company project or industry trend]. I am confident that my analytical mindset, combined with my proficiency in [specific skill, e.g., demand planning or logistics modeling], aligns with your team's goal of streamlining the supply chain lifecycle. I am a proactive problem-solver dedicated to continuous process improvement and cross-functional collaboration. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the supply chain objectives at [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]