

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

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Junior Systems Business Analyst position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Degree/Field] and a focus on bridging the gap between business requirements and technical solutions, I am eager to contribute to your team's operational efficiency.

During my [Time Period, e.g., Internship/Final Year Project], I developed a keen proficiency in [Requirement Gathering/Process Mapping/SDLC]. I successfully [Mention a specific accomplishment, e.g., translated stakeholder needs into technical specifications for a database project], resulting in [Mention a metric or positive outcome]. I am well-versed in tools such as [SQL/Visio/Jira/Excel] and possess a foundational understanding of [Agile/Waterfall] methodologies.

What attracts me to [Company Name] is your reputation for [Specific Company Value or Recent Project]. I am particularly interested in how your systems department handles [Industry-specific challenge]. As a Junior Analyst, I am committed to continuous learning and providing the analytical rigor necessary to support your senior architects and project managers.

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

Sincerely,

[Your Name]