

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [GitHub/Portfolio Link]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Junior Technical Business Analyst** position at [Company Name]. As a professional with a background in [Your Degree/Field] and a strong foundation in [Specific Technical Tool/Language, e.g., SQL, Python, or Jira], I am eager to contribute to your team by bridging the gap between business requirements and technical implementation.

During my [Project/Internship/Previous Role], I developed a keen ability to translate complex stakeholder needs into actionable technical specifications. I successfully [Describe a specific achievement, e.g., optimized a workflow, created data visualizations, or assisted in a system migration], which resulted in [Quantifiable result, e.g., a 15% increase in efficiency]. I am proficient in SDLC methodologies, specifically [Agile/Scrum], and have hands-on experience with [Technical Skill 1] and [Technical Skill 2].

What draws me to [Company Name] is your reputation for [Specific Company Project or Value]. I am particularly impressed by [Recent Company Achievement] and am confident that my analytical mindset and technical literacy will allow me to provide immediate value to your current projects.

I would welcome the opportunity to discuss how my technical skills and business acumen align with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]