
Business Cover Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [specific position, e.g., "Business Analyst"] role at [Company Name], as advertised on [where you found the job posting, e.g., "LinkedIn"]. With a Bachelor's degree in Business Administration from [Your University] and over five years of experience in data-driven decision-making roles, I am eager to bring my expertise and passion to the [Company Name] team.

At my previous position with [Former Company Name], I successfully led a cross-functional team in a project that boosted operational efficiency by 15%. My knack for analyzing business processes, combined with my adeptness at leveraging data analytics tools, ensures that I can contribute meaningfully to [Company Name]'s objectives.

What excites me most about the prospect of joining [Company Name] is your commitment to [specific attribute or achievement of the company, e.g., "innovative tech solutions for supply chain management"]. I am particularly impressed by [a recent company initiative or achievement], and I am eager to contribute to such transformative efforts.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can be a valuable asset to [Company Name]. Please find my resume attached for your review.

Warm regards,
[Your Name]