

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Business Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Business Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in Business Administration and hands-on experience in data analysis during my internship, I am excited about the opportunity to contribute to your team and help drive strategic decision-making through data insights.

During my internship at XYZ Analytics, I successfully collaborated with a team to analyze customer feedback data, which resulted in actionable recommendations that improved client satisfaction scores by 15% within six months. I utilized tools such as Excel and Tableau to visualize complex datasets, making it easier for stakeholders to understand key trends and insights. Additionally, I spearheaded a project that streamlined reporting processes, reducing the time required for data compilation by 25%, allowing the team to focus on data interpretation and strategy development.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in delivering data-driven solutions. I am eager to bring my analytical skills and problem-solving abilities to your team. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Taylor