

# NAME

LinkedIn URL | Phone Number | Email

Month ##, Year

Hiring Manager Name

Hiring Organization

Hiring Organization Street Name

Hiring City, State Zip Code

Dear Hiring Manager,

I am an experienced data and business analytics professional looking to apply my talents to identify new growth strategies for XYZ Corporation as a Data Analyst. I will be graduating with my Master of Science in Business Analytics and Project Management from the University of Connecticut and am excited to bring my passion for data analytics, strong data intuition, and skills in statistical programming and data visualization to the role.

In my role as a Data Analyst at Trianz, I implemented process changes in the legacy data flow by automating the data ingestion and email generation for the status of all daily data loads by using PL/SQL stored procedures techniques. This effort reduced the production support efforts by 55%. My combined technical skills and communication skills were what allowed me to be successful in this role. With more than four years of professional analyst experience, I am fluent in a wide variety of software and data management systems ranging from Excel and MySQL to Oracle and Snowflake.

Through my research, I discovered XYZ Corporation's vision is to build an easy-to-understand, easy-to-use and powerful platform for onsite commerce. I look forward to joining the efforts of driving monetization, seeing beyond the numbers, understanding how users interact with products, and working closely with key cross-functional teams. I admire XYZ Corporation's commitment to collaboration, and I am excited to work closely with the sales and marketing departments to help exceed strategic and operational goals.

Thank you for your time and consideration. I'm looking forward to learning more about the Data Analyst position and about XYZ Corporation. I'm thrilled at the opportunity to use my expertise and experience to identify key data patterns and develop predictive models to help XYZ Corporation achieve continued success.

Sincerely,

*Name (Signature)*

Name