



DATA ANALYST COVER LETTER

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Hiring Manager's Name

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Chicago, Illinois, 60654
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

My name is [YOUR NAME], and I came across your job listing on LinkedIn last weekend. I am a data analyst with more than 5 years of experience and an expertise in data mining and modeling. I love what I do. Providing sound analytical support for my superiors is extremely rewarding. [TARGET COMPANY] is well-known in the industry for its data-friendly approach to business, and I would love to apply my skills and contribute to its success.

Successful data analysts must discover useful information from piles of data and provide tangible solutions. As an analyst, I've worked for two large organizations that demand high levels of expertise and quantifiable results. Some notable contributions to my previous employers include:

- Developing complex reports using SQL to examine compensation totaling \$4.9 million for over 100 employees.
- Identifying unnecessary shipping costs, saving the company \$865,000 annually
- Assisting in the creation of a novel method of new account information input, resulting in a savings of approximately 300 man-hours per year

[TARGET COMPANY] recently moved into the Fortune 500. With the increase in revenue, [TARGET COMPANY] will be facing many new challenges. I hope to leverage my skills and experience to help your organization face these challenges and achieve further success.

The prospect of working for [TARGET COMPANY] excites me, and I would love to schedule a face-to-face interview. I am available any time, and can be reached at [PHONE] and [EMAIL]. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

[YOUR NAME]