

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your 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 interest in the Data Analyst position at [Company Name] as advertised on [Job Board/Company Website]. I recently completed my internship at [Internship Company Name], where I honed my analytical and technical skills and developed a passion for transforming data into actionable insights. I am confident that my hands-on experience with data analysis, coupled with my academic background in [Your Degree/Major], makes me a strong candidate for this role.

During my internship at [Internship Company Name], I worked closely with the analytics team to interpret large datasets, identify key trends, and provide meaningful recommendations to support business decisions. I utilized tools such as SQL, Excel, and Python to extract, clean, and visualize data. My ability to manage and analyze complex datasets allowed my team to optimize reporting processes, resulting in a 15% reduction in time spent on monthly data consolidations.

I pride myself on my attention to detail, problem-solving skills, and ability to communicate technical findings to non-technical stakeholders. For example, I developed interactive dashboards using Tableau that enabled cross-functional teams to better understand sales performance and customer trends. This experience reinforced my ability to translate data into clear, actionable strategies aligned with business goals.

I am excited about the possibility of bringing my data-driven mindset, technical expertise, and collaborative spirit to [Company Name]. I am eager to contribute to your team's efforts in leveraging data to drive strategic decision-making and deliver impactful results.

Thank you for considering my application. I have attached my resume for your review, and I welcome the opportunity to discuss how my background and skills align with the needs of your team.

Sincerely,
[Your Name]