Your Name
Your Address
City, State ZIP
Email Address
Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State ZIP

Dear Hiring Manager,

I am writing to express my interest in the Entry Level Data Analyst position at **[Company Name]** as advertised. With a strong academic background in statistics and computer science, coupled with hands-on internship experience in data analysis, I am eager to bring my analytical skills and passion for data-driven strategies to your dynamic team.

During my undergraduate studies at **[University Name]**, I completed coursework in data analytics, statistical methods, and database management. My internship at **[Previous Company]** provided me with practical experience in collecting, cleaning, and interpreting large datasets using tools such as Excel, SQL, and Python. I contributed to creating actionable reports for business operations, which strengthened my abilities in data visualization and translating numbers into meaningful insights.

I am particularly excited about the opportunity at **[Company Name]** because of your reputation for leveraging innovative analytics to drive business decisions. I am proficient in key analytical tools, including Python, R, SQL, and Tableau, and am committed to continually learning new techniques in data science and analysis. My strong attention to detail, collaborative skills, and ability to communicate complex data findings align well with the values and mission of your organization.

I welcome the opportunity to further discuss how my background and skills can contribute to your data analysis projects. Thank you for considering my application. I look forward to the possibility of joining your team and supporting **[Company Name]**'s continued success.

Sincerely,
Your Name