[Date]

[Company

City, State]

RE: [Position Title (e.g. Data Analyst)]

Dear Hiring Manager,

​

I am very excited to learn about the [Position]opportunity at [Company]. I learned about this opportunity from [Sarah Lee, Operations Manager at your company, OR my former colleague X, my mentor Y who used to work for your company]. Having recently earned a Business Intelligence certificate from UC San Diego Extension and spent the last 6 years building an extensive background in [skill1] and [skill2], this position is a perfect combination of my passion, skill set, and experience. I believe I will be a strong fit for the position for the following reasons:

* **With a business analyst background, I am well versed in conducting statistical analyses and building data visualizations to inform business strategy.** With [Org 1] and [Org2], I built numerous real-time reporting and feedback systems for programs to track customer progress and success. My dashboards allowed leadership to make short and long-term adjustments to strategy and tactics to maximize participant learning outcomes. As part of my certificate work at UCSD, I fine-tuned my skills in Python, SQL and Tableau, and led a project where I developed a visualization tool for a client company that allowed it to better understand the demographic profile of its customer base. I take initiative when I see opportunity, redesigning the program’s customer surveys and implementing an outreach strategy that increased responses by 40% from the previous survey.
* **I design data storage and knowledge management systems to foster company-wide knowledge and learning.** I created over 20 standard operating procedures, data management manuals, and online libraries to share [Org 1] resources, policies, and performance expectations across the organization to retain institutional knowledge as the program scaled rapidly. I developed systems to train the 50+ staff to implement operational processes with fidelity across 10 remote sites.
* **I have a strong communications background and 2 years of experience translating statistical information into reports, presentations, and visualizations.** With [Org 1], I was responsible for communicating sales information on a quarterly basis to company leadership in slide presentations. My written skills are strong; I have contributed to 4 annual reports, and regularly manage a personal blog providing career advice with over 20 posts. With the [Org 3] team, I created interactive learning tools in the form of web content, videos, and guidance notes, and was acknowledged with an award for my innovative approaches.

With my experience working with data analysis and project management, I believe I will contribute significantly to the work of [Company]. Please do not hesitate to contact me for any further information regarding my candidacy.

Many thanks,

SIGNATURE

FIRST NAME LAST NAME