DATE

**Re: [Company Name – Job Title]**

Dear [Hiring Manager Name],

Please find attached my resume in application for the position of [Job Title].

I’m a data scientist [insert relevant functions such as software developer or solutions consultant] with over [insert] years of [insert total years of work experience] experience.

Below is a summary of how my experience and skills align with the role requirements.

#### [Required Skills]

* + [Relevant Information]

#### EXAMPLE Collaboration

* + Collaborated with team members to optimise CRM database for a high-volume real-estate firm.

I’m passionate about [insert keywords relevant to the role] and believe I would make a valuable contribution to the team.

Yours Sincerely,

[Your Name]