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Abc

Dear Abc Team,

Coming off as an enlightening data analyst internship, I was excited when I found your new opening for a data analyst. As an IT student, and later as a data analyst intern, I've learned and developed my software, data science, and statistical analysis skills, and I know I have what it takes to be a great addition to the team at Abc.

As an intern with Popcorn, I worked on many small and large-scale projects which allowed me to expand my software toolsets and marketing knowledge. That experience, coupled with my university IT background, gives me a great understanding of the ins and outs of data, including business practices, business trends, emerging technologies and IT project management.

During my time at Popcorn, WeVenture, Vinple my wins included:

- Developed the social media automation tool, reducing time on repetitive tasks.
- Deriving the business opportunities from conducting social media post analysis.
- Optimized SQL scripts, saving resources and improving performance to users.
- Extracted, cleaned, and aggregated data based on business needs.
- Conducted data visualization and delivered insights to marketing department.

I also worked on side projects. My achievements are:

- Proficient in Python programming language to do data analysis
- Being able to work with Tableau to perform ad-hoc analysis and build dashboard
- Experienced in Excel, included: pivot table, vlookup, index & match, macro, VBA

I am quite proud of the results I've achieved, whether it's simple data entry or complicated business logic calculation. If you give me the chance to interview for the data analyst job, I'm certain you won't be disappointed.

I eagerly welcome the chance to discuss the upcoming projects and plans of Abc, as well as to share with you how my past wins at my previous interns can easily translate to data-driven insights and deliver value to Abc.

Sincerely,

Max Duong

P.S. If you have time for a Zoom meeting, I'd love sitting down with you and discussing how I could bring my knowledge to Abc.