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## Agent 2: Cover Letter Writer

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Job Title\*

Data Analyst Intern

Company Name\*

Wipro Limited

Tone

professional

Job Description\*

Understanding of Excel (Pivot Tables, VLOOKUP, formulas)

Basic knowledge of Python (Pandas, NumPy) or R

Understanding of Data Cleaning & Visualization concepts

Knowledge of statistics fundamentals (mean, median, variance, correlation)

[Generate Cover Letter](#)

## Your Cover Letter

DATE: [Date]

COMPANY INFO:

Wipro Limited

[Company Address]

[City, State, ZIP Code]

GREETING:

Dear [Hiring Manager Name or "Hiring Team"],

I am writing with great enthusiasm to express my interest in the Data Analyst Intern position at Wipro Limited, which I discovered through [Platform where job was posted, e.g., your careers page, LinkedIn]. As a recent B.Tech graduate in Information Technology from Government College of Engineering and Ceramic Technology with a CGPA of 8.46, and with hands-on experience in data analysis from my internship at the Indian Statistical Institute, I am confident that my foundational skills in data manipulation, visualization, and statistical reasoning align perfectly with the requirements of this role.

My recent internship at the IDEAS Foundation, Indian Statistical Institute, provided me with direct experience in the core responsibilities outlined in your job description. I conducted comprehensive exploratory data analysis (EDA) on a multi-year dataset of Indian crop yields, cleaning and preprocessing the structured data before identifying key trends. I then created compelling visualizations—including heatmaps and trend plots—to communicate the climatic factors affecting yields, mirroring the dashboard and reporting work central to this internship. Furthermore, my "Fraud Detection in Mobile Transactions" project allowed me to apply Python (Pandas, NumPy) for data cleaning and manipulation, and build models while rigorously evaluating performance metrics—a process that reinforced the importance of data quality and statistical validation.

I have actively developed the technical toolkit you seek. My proficiency with SQL, gained through academic projects and database coursework, enables me to write queries for data extraction. I am adept in Excel for data organization and have used Python extensively for analysis and visualization. My foundational knowledge of statistics—strengthened by both my engineering curriculum and supplementary certificates in Data-Driven QA—ensures I can meaningfully interpret variance, correlation, and other metrics to support data-driven decisions. I am also keenly familiar with collaborative workflows, having used Git for version control during my research internship.

The opportunity to apply my analytical skills within Wipro's enterprise environment, working on real-world datasets and cross-functional teams, is exceptionally appealing. I am eager to contribute my proactive approach to data cleaning, EDA, and visualization to support your teams and clients, and I am a fast learner ready to master tools like Power BI or Tableau. I have attached my resume for your review and welcome the chance to discuss how I can add value to your analytics practice.

Thank you for your time and consideration.

CLOSING:

Sincerely,

Navneet Kumar Singh

[nayneetsingh2641@gmail.com](mailto:nayneetsingh2641@gmail.com)

[Your Phone Number]

[Your LinkedIn Profile URL]

[Your GitHub Profile URL]

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