FROM

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TO

The manager

Data Insights Inc

I23 Main Street, Suite 400

New York, NY 10001

Subject: Posting as a Data Analyst

Respected Sir,

At first, I would like to thank you for accepting me as Data Analyst in your “Data Insights Inc “company. My friend let me Know about your company and I got chance to applying for this post.

I completed master’s degree from Calicut University in MSc Computer Science. I have completed my certification course in Data Analysis and Machine Learning from By Illinois Tech US and acquired skills like Excel, Power BI, MySQL, Python

I am very excited to work with your company. It will be a big break in my carrier as a Data Analyst .I am also thankful to you for considering my application.

Sincerely,

Rajina T