

# Abhishek Shukla

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Date

Contact Name

Company Name & Address

Dear Mr. / Mrs. / Ms XXX

I am writing to express my strong interest in the [\[Position Title\]](#) role at [\[Company Name\]](#), as advertised [\[on your company website/on a job board\]](#). I am a **Master in Computer Application** along with a solid foundation in data analysis and visualization, backed by a track record of impactful projects and hands-on experience.

In my most recent role as a **Data Analyst at [Virtual Internship - Trainity.com]**, I honed my skills in data analysis and visualization through a range of diverse projects. I used SQL, Microsoft Excel, Power BI, and PowerPoint and developed interactive dashboards for live projects, including the ABC Call Volume Trend, Car Features Impact, Bank Loan Case Study, IMDB Movie Analysis and so on.

These experiences not only enhanced my capability to extract meaningful insights but also equipped me with a keen eye for uncovering patterns and trends that drive decision-making and process optimization.

During my tenure as an **MIS Coordinator and Data Analyst at the Department of Basic Education**, I successfully supported data analysis and visualization efforts for a network of 3648 schools. By meticulously collecting, cleaning, and ensuring data accuracy from various sources, I contributed to district-level insights related to salaries, leaves, admissions, and results release.

I am drawn to [\[Company Name\]](#) due to its reputation for innovation and its commitment to leveraging data-driven insights to enhance business outcomes. I am excited about the opportunity to contribute my skills and enthusiasm to your team and implement high-impact solutions.

Thank you for considering my application. I am eager to discuss how my skills and experiences align with [\[Company Name\]](#)'s objectives in more detail. Please find my attached resume for your review. I look forward to the possibility of joining your team and contributing to your continued success.

Thanking You,

Sincerely,

Abhishek Shukla

Enclosed Resume