

Alen Davis,
Balaji Heights,
Bhandup West,
Mumbai – 400078.
19th September, 2022.

To,
HR Recruiter,
Don Bosco,
Kurla West,
Mumbai – 400070.

Subject: Application for the post of Data Analyst

Dear Sir/Madam,

I am writing this letter to you to apply for the position of Data Analyst in your company XYZ. I came across the position via Indeed.com and is excited to apply for the same.

I have a degree in Bachelor's of Engineering in Information Technology(BE-IT), and I believe that I meet all the academic requirement mentioned in your job posting. During my time as an intern in ABC company, I have learned valuable skills that appear relevant to the position desired by your company. I achieved an exponential growth in the field by increasing overall company market value statistics by at least 20% by just working as an intern. I have extensive experience in C++, Python, and SQL, as well as Tableau and PowerBI.

I have learned that I enjoy working in this field and that I can prove to be a valuable asset with my present skill set. I enjoy working with like-minded people, and I am a team player. The challenges that the position of a Data Analyst offers is big, and I am sure that with an expert team I can take these challenges head-on.

Thank you for your time and for considering me as a candidate. I have mentioned my contact number and email id in my resume and attached the same with my application. I will send a follow-up email next week if further information is required.

Yours sincerely,
Alen Davis

Alen Davis

Mob. No.: 7977081338, **Email:** 1alendavis@gmail.com

Address: Balaji Heights, Gaondevi road, Bhandup west, Mumbai – 400078.

Objective:

Seeking an opportunity as a Data Analyst in IT programming, where I can utilise my knowledge, and skill and grow with the organisation.

Educational Qualification:

- I am currently in Third-Year Bachelor of Engineering in Information Technology with specialization in Cyber Security at Don Bosco Institute of Technology.
- 2020-2024 Currently pursuing B.tech in the field of Information Technology
- 2020 HSC from Mumbai University (70.15%).
- 2018 SSC from St. Xavier's High School (82.6%).

Key Strengths:

- Basic knowledge of MS Office, PowerPoint & Excel.
- Strong problem-solving ability.
- Good Typing speed.
- Punctual.
- Quick learner.
- Good individual and a team player.

IT Skills:

- Programming Language: Python C++.
- Web Technologies: HTML and CSS.
- Database: MySQL
- Operating System: Window and Ubuntu.
- IDE: IntelliJ, Visual Studio Code
- Version Tool: Git

Hobbies:

- Cycling
- Music Production
- Video/Photo Editing
- Photography
- Cinematography
- Dancing

Personal Details:

- DOB: 17-03-2003
- Gender: Male
- Languages Known: English, Hindi, Malayalam, Marathi