Date: [today’s date]

Department Name

Dear Hiring Manager at Department,

I am writing to express my strong interest in the opportunity to work at [Company Name]. [Some good things about the company]. The [job role] aligns with my expertise and interests, and I am pleased to submit my application.

I recently earned my Master’s in Data Science from Rutgers University, New Brunswick, and I am currently employed as a Data Analyst with [University Communications and Marketing, Rutgers University]. I bring 3 years of data analytics experience from my tenure at Deloitte Consulting, contributing to a total of 4 years of experience in the field.

[mention one relevant project]. I have always been passionate about identifying complex problems, defining clear objectives, collecting and analyzing data, evaluating risks, and leveraging statistical models to design and implement effective solutions.

In response to your search for a [role name], I believe my professional background and skill set make me a strong candidate, and I am confident in my ability to contribute positively to your team. I have enclosed my resume for your review and look forward to the opportunity to discuss how I can add value to your organization.

Thank you for your time and consideration.

Sincerely,

Ganesh Raj K  
[ganesh\_012@outlook.com](mailto:ganesh_012@outlook.com)

[Linkedin](https://www.linkedin.com/in/ganeshrajk/) | [Github](https://github.com/ganeshraj-k)