{{DATE}}

Dear [HR Manager, Hiring Team, or Name of Hiring Manager],

I am writing to express my enthusiasm and interest in the {{JOB}} position. This is an exciting opportunity to work for {{COMPANY}} because of [insert applicable content from the job description/company website that you find interesting]. [Insert a personal sentence about why what you just mentioned is important to you.] In addition to my relevant technical skills, I am confident that my **determination**, **problem-solving abilities**, and **continuous learning orientation** towards data analytics would contribute shared value to your team.

While working [full-time/part-time (delete if not relevant)], I recently obtained my **Google Data Analytics Professional certificate** in an accelerated training program at Merit America. This certificate allowed me to strengthen skills in the **collection**, **transformation**, **organization,** and **visualization** of data using **SQL, R Programming,** and **Tableau** in order to draw conclusions, make predictions, and drive informed decision making. In addition to my interest in {{COMPANY}} mission of [insert the company’s mission/values/goal], I believe that my ongoing development in and passion for data analytics will make me an ideal fit for the {{JOB}} role.

Prior to joining the Merit America program, I worked for over \_\_ years in the \_\_\_\_ industry**.** Through this experience, I developed and refined [insert relevant skills] skills that will further set me up for success at {{COMPANY}} [Add a couple of sentences here to point out 1-2 key relevant accomplishments from your experience, highlighting the skills you’ve mentioned]. Given the skills that I have honed over the course of my career, I truly believe that I would bring great value to the {{COMPANY}} role, and I could not be more excited to pursue this opportunity.

I genuinely appreciate your time, and I look forward to any next steps in the interview process and the chance to explore a mutual match.

Thank you for your consideration,

{{NAME}}

{{PHONE}}  
{{EMAIL}}

{{LINKEDIN}}

Job description: {{JOB\_SPECIFICATION}}

Company’s mission: {{COMPANY\_MISSION}}

Relevant skills: {{RELEVANT\_SKILLS}}

Relevant accomplishment: {{RELEVANT\_ACCOMPLISHMENT}}