LONG\_DATE

Dear COMPANY Recruiter,

As a business analyst with 4 years of industry experience, I am excited to apply for the POSITION position at COMPANY, and I believe my skills and experience make me a strong fit for this role.

Some of the expertise I have cultivated through my professional experience and academic study include:

**Analytical Ability** - In my role as a Financial Analyst at Luminys Systems Corp. and previously as a Data Analyst at Tripalink, I have developed a strong foundation in data analysis, database management systems, and business intelligence. At Luminys, I focused on financial planning, budgeting, and cash flow forecasting, working closely with project managers to refine budget allocations and improve financial efficiency. At Tripalink, I conducted in-depth analyses of the company’s CRM system, optimized data collection pipelines, and developed dashboards to track key business metrics.

**Programming Skills** - I am proficient in SQL and Python for data manipulation, financial modeling, and predictive analytics. My expertise includes regression modeling, classification modeling, and clustering analysis, which I have applied to forecast financial performance and optimize business strategies. Additionally, I have extensive experience in data cleaning, exploratory data analysis, and dashboard creation to visualize KPIs and enhance decision-making. My strong foundation in statistics and probability enables me to evaluate different scenarios and develop accurate predictive models.

**Soft Skills** - Beyond technical expertise, my experiences at Luminys Systems Corp, Tripalink, and Ernst & Young have strengthened my communication, problem-solving, and stakeholder management skills. I have successfully collaborated with cross-functional teams, presented data-driven insights to executives, and adapted to high-pressure environments with tight deadlines. My ability to bridge the gap between data analysis and business strategy makes me a strong candidate for this role.

I am excited about the opportunity to bring my strong working knowledge and professional effectiveness to the role of POSITION at COMPANY. I believe my skills and experience will enable me to develop actionable strategic insights that will help your company grow.

Thank you for your time and consideration. I have attached my resume and look forward to discussing how my background can contribute to the success of COMPANY.

Sincerely,

Ningchuan Peng