

YOUR NAME

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To

HIRING MANAGER'S NAME

HIRING MANAGER'S JOB POSITION

COMPANY'S NAME

ADDRESS OF HIRING COMPANY

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

Having worked as a Data Analyst with [Current Employer] for over 2 years, I have managed to facilitate a 20% increase in the number of new loyalty members while maintaining customer churn below 10% per year.

That's why I believe I possess the versatile skillset and professional experience to be a top candidate for the job.

In my current role, I have worked on various wide-ranging projects which allowed me to expand my data toolbox and hands-on expertise. That experience, together with my Business Administration and Analytics background, gives me a deep understanding of the complexities of data, including sales data tracking and analysis; product, market, and share trends analysis to evaluate competitive market strategies and data analytics project management.

During my time at [Current Employer], my wins also included:

Identifying opportunities to activate about 10% of high-profit customers by analyzing and tracking sales

Creating a new format for reporting and presenting sales and customer engagement that shortened the number of in-person

I am proud of the results I accomplish and I will be happy to discuss the upcoming projects and initiatives of [Company Name], as well as to share with you how my past wins at [Current Employer] can easily translate to greater insight and improved predictions at [Company Name].

P.S. If you have time for a quick lunch, I'd love sitting down with you to discuss how I could translate my increased number of loyal customers (20%) over to [Company Name].

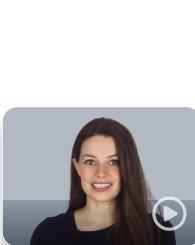
Sincerely,
Your Name

MM.DD.YYYY

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