

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website / Linkedin / job board website].

I have spent the past 8+ years doing number crunching and database management for a SAAS business, and I am keen to continue developing my career in the field of data analysis. I have always been a numbers person, with exceptional mathematics and computer skills. I am fluent in a number of data management systems and software, including Excel, mySQL, SPSS, and Oracle 11i. Statistical significance, A/B testing, and data-driven optimization are the rhythm of the drumbeat I march to.

As much as I’m into data manipulation, it’s the analysis of data that really gets me going. I like to explore the relationships between numbers, and translate digits and spreadsheets into stories. In the age of big data, these stories become actionable solutions and strategies for businesses, and I take pride in my ability to make data accessible to both executive decision-makers and frontline sales staff.

On a personal level, I am detail-oriented, organized, and precise in my work; the only thing cleaner than my room are my spreadsheets. I have strong communication skills with a knack for clear and illuminating presentation. I’m comfortable on my own facing the numbers, but I really enjoy being part of a motivated team of smart people.

Please find my contact information at the top of this letter, as well as on my enclosed resume. I appreciate your time spent reading this letter, and look forward to connecting in the future.

Sincerely,

[Your Name]

**DATA ANALYST COVER LETTER**

[youremail@gmail.com](mailto:youremail@gmail.com) | (XXX) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)