May 21, 2021

RE: THE DATA ANALYST POSITION – (Job number: 123456)

Dear Amazon,

As a loyal customer who is impressed with your leading position in the online market, as well as your customer service, I’d like to now contribute to Amazon as a Data Analyst. I believe that my diverse background makes me a strong candidate.

I recently completed a data analytics immersive program that covered the full breadth of machine learning techniques—from hypothesis testing and supervised and unsupervised learning to working with big data sets—as well as how to apply these techniques to industry, and when and why.

I have extensive experience in Java, Python, and R, as well as Tableau, PowerBI, and Infogram. As a passionate Data Analyst Data Analyst, I have the experience needed to help Amazon grow. I am dedicated to continuously learning and enhancing my skills.

Please review my enclosed resume, which provides further details of my academic background, skills, and professional experiences.

Thank you for considering my application and I look forward to hearing from you.

Sincerely,

Amy Nguyen