

*"Make correct and data-proved decision, turn data into profits!"*

## Company Recruitment Team

July 3, 2019

DEAR RECRUITER,

### Job Application for Database Analyst

Dear Mr./Ms. GeoGuard HR,

### **About Me**

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During my previous role at Volkswagen Finance, I supported our sales, marketing and executive teams with credit risk data analyst. I pioneered the use of data analyst techniques to generate financial risk analysis reports with a high degree of accuracy, resulting in a 8% costs decreased. I am fluent in a wide variety of data management systems ranging from traditional options like Excel and SQL to newer BI system tools like Tableau and SSAS/SSRS.

### **Why GeoGuard?**

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I'm very much enthusiastic in applying at the GeoGuard because of its growing services and reputé in the field. I'm sure your organization can achieve other milestone in the future. And I want to be a part of that success.

### **Why Me?**

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On my personal level, I love to provide solid analytical support, apply my skills and contribute to team's success. I have working knowledge of core data analyst skills, which has allowed me to develop solutions and deliver best result. I really enjoy being part of a motivated team of smart people.

Sincerely,

**Ella Fan**

*Attached: Ella Resume*