

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

Company Recruitment Team

June 30, 2019

DEAR RECRUITER,

Job Application for Data Analyst

Dear Mr./Ms./Dr. LastName,

About Me

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 [Company Name]?

I'm very much enthusiastic in applying at the [Company Name] 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?

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: Curriculum Vitae