

Mallory Thompson

Data Analyst | (123) 456-7890 | mallory@example.com

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Roger Brown

Hiring Manager

Upward Labs

(987) 654-3210

roger@upwardlabs.com

[month, day, year]

Dear Mr. Brown:

In my two years as a junior information technology (IT) data analyst with AIC Holdings, I won "Employee of the Month" four times, thanks to my focus on accuracy and teamwork. I hope to bring the same dedication to Upward Labs as your next data analyst.

I'm excited by the chance to help your company develop its new suite of mobile wellness apps. Based on my proficiency in data management systems like SQL, Excel, Salesforce, and Infusionsoft, I'd be an asset to your team. I've created more than 80 custom reporting solutions, and my forecasting work has helped improve cash flow cycles by 20%.

I look forward to telling you more about how I can help Upward Labs meet its goals. I am available to talk at your convenience. Thank you very much for your time and consideration.

Sincerely,

Mallory Thompson