

# Mallory Thompson

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456 My Street, San Diego, CA 76543

## **Roger Brown**

Upward Labs

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Brown:

In my two years as a junior 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. I believe I'd be an asset to your team based on my fluency in data management systems like SQL, Excel, Salesforce, and Infusionsoft. 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