

Steven Holmes

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Seth Brown
Hub Group
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[month, day, year]

Dear Mr. Brown:

One of my main skills is translating complex data sets into a clear narrative for team members. I am interested in applying that skill at Hub Group.

My 12 years of data analysis experience have prepared me to provide various departments with insight for profitable business decisions. I am drawn to your reputation as a leading organization committed to excellence.

Below are three of my career highlights:

- Automated a report for the sales department using calculated sets that reduced manual work, saving 42 hours each quarter
- Developed a statistical analysis model of a large data set that grew online sales by 15% per product
- Gained fluency in many data management systems including SPSS, Excel, Access, MySQL, Google Analytics, and Oracle11i

I look forward to discussing further with you how my skills can benefit Hub Group. Please contact me at your convenience. I appreciate your time and consideration.

Best Regards,

Steven Holmes