

Raheem Richardson

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(098) 765-4321

456 My Street, San Diego, CA 76543

Pat Martin

Roark Auto Insurance

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Pat Martin:

I'm reaching out in regards to the business analyst position with Roark Auto Insurance that I found on LinkedIn. As you can see from my attached resume, I have expertise in utilizing Tableau and PowerBI to improve business processes and enhance profit margins. I'm confident I can immediately deliver valuable contributions to your organization in this position.

Roark Auto Insurance's reputation for customer success attracts me to join your team. As a business analyst with Dallas Insurance Group, I helped maximize value for customers and contributed to a 10% increase in revenue growth. Some of my past achievements include:

- Utilized business analytics to create performance analysis reports and compile data to drive process improvement opportunities, contributing to over \$150,000 in new revenue
- Developed new dashboards in Tableau to enhance data reporting, which includes gathering key metrics and transforming raw data into actionable insights
- Extracted and organized datasets using Excel to create business models and compiled data for the organization's risk index

I would like to schedule an interview to provide more insights into how my technology background can improve business intelligence for your organization. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Raheem Richardson