**DATA ANALYST COVER LETTER**

**[Date]**

Hiring Manager’s Name  
341 Company Address  
Palo Alto, CA 12345  
(xxx) xxx-xxxx  
hiring.manager@gmail.com

Dear **[Mr./Ms./Mrs.] [Hiring Manager’s Name],**

My name is **[Your Name]** and I am applying for the position of **[position name]** with your company as advertised on **[company website / Linkedin / job board website]**.

I have spent the past 5 years doing number crunching and database management for a SAAS business, and I am keen to continue developing my career in the field of data analysis. I have always been a numbers person, with exceptional mathematics and computer skills. I am fluent in a number of data management systems and software, including Excel, mySQL, SPSS, and Oracle 11i. Statistical significance, A/B testing, and data-driven optimization are the rhythm of the drumbeat I march to.

As much as I’m into data manipulation, it’s the analysis of data that really gets me going. I like to explore the relationships between numbers, and translate digits and spreadsheets into stories. In the age of big data, these stories become actionable solutions and strategies for businesses, and I take pride in my ability to make data accessible to both executive decision-makers and frontline sales staff.

On a personal level, I am detail-oriented, organized, and precise in my work; the only thing cleaner than my room are my spreadsheets. I have strong communication skills with a knack for clear and illuminating presentations. I’m comfortable on my own facing the numbers, but I really enjoy being part of a motivated team of smart people.

Please find my contact information at the top of this letter, as well as on my enclosed resume. I appreciate your time spent reading this letter and look forward to connecting in the future.

Sincerely,

**[Your Name]**