

Your Name

Fort Lauderdale, FL • (305) 555-3332 • yourname@gmail.com • LinkedIn

Date

Company
Street
City, State Zip

RE: Job Title

Dear Hiring Manager:

Data tells a story, and I love being the one who helps translate it. Whether I'm building a scalable analytics framework or mentoring a team through a systems change, I approach each challenge with curiosity, clarity, and a genuine desire to turn complexity into action.

Here's what I bring to the table:

- Deep experience in data analytics, business intelligence, and IT leadership
- A knack for connecting cross-functional teams around data-driven goals
- Comfort with tools like SQL, Python, Snowflake, and Power BI
- A strong understanding of compliance, security, and scalable architecture
- A calm, solution-focused leadership style rooted in communication and trust

<<write 2-3 lines on your research on the company. Review and discuss About Us, Mission Statement, News/Events, or corporate culture. Share the core values that align with yours or interest in upcoming projects.>>

I welcome the opportunity to discuss the role and the alignment of my experience for the role of _____. Please contact me at _____ to schedule an interview.

Thank you for considering my application and enclosed resume.

Sincerely,

Your Name
Enclosure