

[Your Full Name]
[Your Portfolio URL / LinkedIn Profile]
[Your Email Address]
[Your Phone Number]

[Date]

Dear *[Name of Hiring Manager or Department Head]*,

I am writing to express my interest in joining the data team at *[Company Name]* as a Remote Data Analyst. Having followed *[Company Name]*'s recent work in *[Industry/Specific Project]*, I am impressed by how your team leverages data to drive *[Specific Business Goal]*.

During my tenure at *[Previous Company/Education]*, I specialized in transforming complex datasets into actionable insights. My core technical competencies include:

- **Data Visualization:** Expert in *[Tableau/PowerBI/Looker]* to communicate KPIs to stakeholders.
- **Statistical Analysis:** Proficient in *[SQL/Python/R]* for deep-dive exploratory analysis.
- **Remote Collaboration:** Proven ability to manage projects independently using *[Slack/Jira/Git]* across various time zones.

One specific example of my impact includes *[Briefly describe a specific achievement, e.g., reducing reporting time by 20% or identifying a \$10k cost-saving opportunity]*. I am confident that my analytical rigor and proactive communication style align perfectly with your remote-first culture.

I have attached my resume and would welcome the opportunity to discuss how my data expertise can support *[Company Name]*'s upcoming objectives. Thank you for your time and consideration.

Best regards,

[Your Full Name]