

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile] | [Portfolio/GitHub Link]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Subject: Application for [Job Title] Role

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a recent graduate with a background in [Your Major/Field], I have developed a strong foundation in data visualization, SQL, and statistical analysis. I am eager to apply my technical skills to help [Company Name] drive data-informed decision-making.

During my [Degree/Internship/Bootcamp], I completed several projects focused on Business Intelligence, including:

- **[Project Name]:** Utilized [Tool like Power BI/Tableau] to transform raw datasets into interactive dashboards, resulting in [specific insight or metric].
- **[Technical Skill]:** Developed complex SQL queries to extract and clean data from [Database Type], ensuring data integrity for reporting.
- **[Analysis Skill]:** Applied [Statistical Method] to identify trends in [Industry/Dataset], providing actionable recommendations.

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Recent Project]. I am confident that my proficiency in [Tool 1], [Tool 2], and [Language like Python/SQL], combined with my analytical mindset, makes me a strong candidate for your BI team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]