

[Your Full Name] [Phone Number] | [Email Address] [LinkedIn Profile] | [Tableau Public Portfolio URL] [City, State]

[Date]

[Hiring Manager Name] [Company Name] [Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Entry Level Data Analyst** position at [Company Name], as advertised on [Platform]. As a data professional with a deep focus on Tableau-driven insights, I am eager to apply my technical skills in data visualization and statistical analysis to help [Company Name] drive data-informed decision-making.

During my [Education/Certification/Internship], I developed a strong foundation in transforming complex datasets into actionable visual stories. I have consistently used Tableau to create dynamic dashboards that [mention a specific achievement, e.g., reduced reporting time or identified key trends]. My technical toolkit includes Proficiency in **Tableau Desktop**, **SQL** for data extraction, and **Excel** for advanced data cleaning.

One notable project in my portfolio involved [briefly describe a Tableau project]. In this project, I utilized [specific features like LOD expressions, parameters, or calculated fields] to provide a comprehensive view of [subject matter]. This resulted in [mention a specific outcome or insight found]. I am confident that my ability to bridge the gap between raw data and business stakeholders will make me a valuable asset to your analytics team.

I am particularly drawn to [Company Name] because of [mention a specific reason, e.g., their commitment to innovation or a specific recent project]. I am eager to bring my passion for data storytelling to your organization and contribute to the continued success of your data initiatives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my Tableau expertise can support the goals of [Company Name].

Sincerely,

[Your Name]