Your Contact Information

Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

To whom it may concern,

I am [Insert Name], writing to apply for the position of Data Analyst in your firm. I see myself as a strong candidate for this position as I am both academically-qualified and professionally-experienced to successfully and responsibly fulfil the job duties that come with this position.

I have acquired a Bachelors of Science degree in Statistics, Computer Science and Mathematics, and also hold a Masters degree in Applied Mathematics. I have successfully completed my research paper on "Modified Black-Scholes Equations and its applications in Indian Stock Markets Result".

In my research paper, I used different statistical modelling techniques to show that modified equations can be employed in the Bombay Stock Exchange. During my research, I also collected and analyzed complex datasets to prove the results. Once my research was complete, I presented my research results using live data with the help of MATLAB programming.

Professionally, I have worked in the industry for more than 5 years both as an educationist and data analyst at local and international leading educational institutes. I believe that my prior work experience as a data analyst in combination with my strong academic background and broad statistical & mathematical understanding will help me meet your expectations and contribute as a value-adding employee to your organization from Day 1.

While working as a data analyst at Pathfinder Engineering College, I got a plethora of opportunities to develop and showcase my programming skills such as R programming, My SQL, Data Visualization, LaTeX, and MATLAB.

My expertise in SQL enabled me to debug procedures, gather and retrieve large amounts of records from the database both efficiently and quickly for streamlining data collection and delivery systems.

Leveraging my Data Visualization and MATLAB programming skills, I plotted complex and big data in graphical and pictorial format which assisted in quality improvement of project data and information dissemination on characteristics, enrolment trends, and student outcomes to college administrators. Complex statistical information displayed in graphical format helped college administrators identify new and changing data patterns and decipher information. It helped them make highly-informed decisions in real time with accuracy, tap new opportunities and create strategies to compete successfully.

Utilizing my R programming skills, I was able to clean, transform, import, validate and model data which helped me in both making insightful analysis and presenting conclusions from the available data in clear and concise reports.

As a data analyst, I also ensured compliance with college policies and procedures; plus accreditation requirements for institutional effectiveness, research and planning.

I made sure that all work was completed on time and completed with excellence. I did this by planning, organizing and making decisions independently in order to meet assigned deadlines. However, where teamwork and coordination was needed, I made sure that everything was communicated effectively and promptly across teams and the enterprise, for unified collaboration and streamlining of the work process.

My strong commitment towards my work and job responsibilities has helped me excel professionally. My attributes like job integrity, precision in work and ability to meet pressing deadlines have earned me recognition of a competent and a dedicated individual in organizations that I have served and worked for.

I am confident that my relevant and prior quantifiable experience in combination with my deep job understanding, profound knowledge and expertise in this particular area will help me prove myself as a valuable addition to your company. I hope you will consider my application. Feel free to call me at [Insert Number] to schedule an interview. Thank you for your time.

Sincerely,

[Insert Name]
Enclosure: Resume