

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Data Analyst

Dear Hiring Manager,

I am excited to apply for the Career Change Data Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in project management and a newfound passion for data analysis, I am eager to leverage my skills to contribute to your team and support data-driven decision-making.

In my previous role as a Project Manager at Tech Innovations, I successfully led a cross-functional team to implement a new project tracking system that improved project delivery timelines by 25%. During this process, I utilized data visualization tools to analyze project metrics, which not only enhanced team performance but also provided insights that reduced costs by 15%. Additionally, I took the initiative to conduct a comprehensive market analysis that identified emerging trends, delivering actionable recommendations to upper management that influenced strategic planning for the upcoming fiscal year. My ability to analyze data and translate it into meaningful action is a critical skill I intend to bring to the Data Analyst role.

I am particularly drawn to Acme Corporation because of its commitment to innovation and excellence in utilizing data to drive business outcomes. I am eager to collaborate with your talented team to uncover trends and insights that will propel Acme Corporation forward. I would love the opportunity to discuss how my background in project management, combined with my analytical skills, can add value to your data initiatives. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Taylor