Jordan A. Thompson

January 16, 2026

Acme Corporation
RE: Data Analyst

Dear Hiring Manager,

I am excited to apply for the Data Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in data analytics and a passion for extracting insights from complex datasets, I am eager to contribute to your team and support data-driven decision-making processes at Acme.

In my previous role at Global Tech Solutions, I successfully led a project that involved analyzing customer behavior data, resulting in a 15% increase in customer retention strategies. By implementing predictive modeling techniques using Python and SQL, I identified key trends that allowed the marketing team to tailor their campaigns effectively. Additionally, I developed interactive dashboards using Tableau, which improved the reporting time for stakeholders by 30%, enabling faster, more informed decisions.

Moreover, during my internship at Data Insights Co., I collaborated with cross-functional teams to optimize operational efficiency. I utilized advanced Excel functions and data visualization techniques to streamline reporting processes, which reduced weekly report generation time from four hours to just one. These experiences have equipped me with the analytical tools and collaborative skills necessary to thrive in a dynamic environment like Acme Corporation.

I am particularly drawn to this opportunity at Acme due to your commitment to leveraging data for innovative solutions. I would love the chance to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Jordan A. Thompson