

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Bi Developer

Dear Hiring Manager,

I am excited to apply for the Entry Level BI Developer position at Acme Corporation, as advertised on your careers page. With a strong foundation in data analysis and a passion for transforming raw data into actionable insights, I am eager to contribute to your team and help drive informed decision-making within the organization.

During my recent internship at Tech Solutions Inc., I successfully collaborated with a team of data analysts to develop interactive dashboards using Tableau, which improved data accessibility for non-technical stakeholders. This project not only enhanced my technical skills but also honed my ability to communicate complex information clearly. Additionally, I have experience working with SQL databases, where I was responsible for optimizing queries that resulted in a 30% reduction in report generation time, significantly increasing efficiency for the department.

I am particularly drawn to Acme Corporation's commitment to leveraging data for strategic growth, and I am eager to bring my technical skills and proactive mindset to your team. I am confident that my background in data visualization and database management will allow me to effectively contribute to your initiatives and support your goals in delivering valuable business insights.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and am excited about the prospect of discussing this role further.

Sincerely,

Jordan Smith