

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Data Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Data Analyst position at Acme Corporation, which I discovered on your careers page. With a strong foundation in data analysis and a passion for translating data into actionable insights, I am eager to contribute to your team and help drive data-informed decision-making at Acme.

During my academic career, I completed a capstone project that involved analyzing sales data for a local retail business. By utilizing Python and SQL, I was able to identify key trends in customer purchases, leading to recommendations that increased sales by 15% over three months. Additionally, I interned at XYZ Solutions, where I assisted in developing a dashboard using Tableau that visualized operational metrics. This tool enabled stakeholders to quickly assess performance and make data-driven adjustments, ultimately improving overall efficiency by 10%.

I am particularly drawn to this role at Acme Corporation because of your commitment to leveraging data for innovative solutions. I am eager to bring my analytical skills and my proactive approach to your team and contribute to high-impact projects. I would appreciate the opportunity to discuss my candidacy further and explore how I can support Acme's data initiatives. Thank you for considering my application.

Sincerely,

Jordan Mitchell