

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Power Bi Developer

Dear Hiring Manager,

I am excited to submit my application for the Entry Level Power BI Developer position at Acme Corporation, which I discovered on your careers page. With a strong foundation in data visualization and analytics, I am eager to contribute my skills and passion for data-driven decision-making to your innovative team.

During my internship at XYZ Tech Solutions, I played a key role in developing interactive dashboards using Power BI that significantly improved the data reporting process for internal stakeholders. By collaborating with various departments, I successfully identified their data needs and created custom visualizations that enhanced their understanding of complex datasets. This project not only improved the efficiency of report generation by 30%, but also fostered data literacy across the organization, which I believe aligns with Acme Corporation's commitment to empowering its teams through data.

Additionally, I undertook a personal project where I analyzed sales data for a local business using Power BI. I transformed raw data into actionable insights, leading to a 15% increase in sales after the business implemented my recommendations. This experience honed my analytical skills and deepened my understanding of the Power BI toolset, preparing me well for the challenges of this role at Acme Corporation.

I am very enthusiastic about the opportunity to contribute to your team and help drive data initiatives at Acme Corporation. I look forward to the possibility of discussing how my background, skills, and aspirations align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson