

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Energy Analyst

Dear Hiring Manager,

I am excited to apply for the No Experience Energy Analyst position at Acme Corporation, as advertised on your careers page. With a strong passion for sustainable energy solutions and a commitment to data analysis, I am eager to contribute to your team and support Acme's mission of driving innovative energy strategies.

During my academic journey at the University of California, Berkeley, I completed a capstone project focused on analyzing energy consumption patterns in residential areas. This project not only honed my analytical skills but also allowed me to utilize statistical software, such as Excel and R, to interpret data effectively. I successfully identified key trends that resulted in recommendations for optimizing energy use, potentially reducing costs by up to 15% for an average household. Additionally, I interned with GreenTech Solutions, where I assisted in the development of energy efficiency reports, further enhancing my ability to communicate complex data in an accessible manner.

I am particularly drawn to this role at Acme Corporation due to your commitment to pioneering renewable energy initiatives. I am eager to bring my analytical skills and proactive approach to contribute to your projects, helping Acme leverage data-driven decisions to enhance energy efficiency. I am looking forward to the possibility of discussing how my background and enthusiasm for sustainable energy can positively impact your team. Thank you for considering my application.

Sincerely,

Jordan Taylor