**Melvin Adams**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Mr. Troy Freeman, Human Resources Director

ABC Company

Address, City, State, zip

**RE: Candidacy for Data Analyst**

Dear Sir,

I would appreciate it if you would consider my candidacy for the position of data analyst published on your company’s website, and I’ve attached my resume for your perusal.

I am a data analyst with a business orientation and years of professional expertise in discovering solutions for coding, data analysis, and variable information controls.   
My extensive experience with computers and IT systems, together with a flair for mathematics and good communication skills should serve me well in this position.

In my current place of employment, I design and manage data collection displays and databases, analyzed and stored data, worked on administrative and security layers for safeguarding data, trained other data analysts, and adhered strictly to confidentiality requirements.

I am familiar with Access, Crystal Reports, CRM, SAP, SQL, and other computer software, and have expertise in both data analysis tools and currently available computer systems.   
I hold a Bachelor’s degree in Computer Science, and use my research skills, resourcefulness, and judgment to provide solutions for the clients for which I work.

I am available to expand upon any further information you require, and would be happy to come for an interview. Please contact me at [Email Address] or 123-456-7890.

Cordially,

**Melvin Adams**

**Enclosure: Resume**