

Your Name

Your Address

Your Email

Your Phone Number

Date

Recipient

Recipient Company

Recipient Address

Dear Recipient,

I am writing to apply for the position of Data Analysis Director. I have eight years of solid experience in data analysis. In my recent role as Data Analysis Manager at Caneiro Group, I delivered measurable outcomes that align closely with the priorities of your team:

Drove a 27% increase in operational efficiency by designing and implementing an automated data pipeline, reducing manual reporting hours by 15+ weekly.

Led a 12-member cross-departmental team to develop a customer segmentation model that boosted client retention by 19% within 6 months.

I would welcome the opportunity to discuss how my qualifications align with your needs. Thank you for considering my application.

Sincerely,

Your Name