

# Your First and Last Name

Address

[Email](#) | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for the General Motors (GM) Junior Data Analyst position. As a recent graduate from Wayne State University Mike Ilitch School of Business majoring in Information Systems Management {or Technology, Information Systems, and Analytics}, I am a highly motivated, self-learner, and technically curious person. I have always been fascinated by numbers; working in data analytics has been my long-term goal. Therefore, during my undergraduate studies, I developed the following skills:

- Strong analytical and problem-solving skills to investigate and troubleshoot technical issues.
- Excellent communication skills to collaborate with other team members and explain security issues to non-technical stakeholders.
- Proficient in data visualization tools.
- Experience in several software tools and programming languages (i.e. HTML, Javascript, Hubl, HubDB, Wistia, and cascading style sheets (CSS), Python, SQL, C, C++, R).
- Ability to plan, manage, and implement on-line and social media interactivity such as search engine organization (SEO), inbound links, pillaring content, and analytic reports.
- Strong understanding of how to develop techniques to analyze large datasets and using techniques, algorithms, and software to automate analysis.

I am thrilled at the opportunity to use what I have learned to fuel data-driven decisions and to contribute to GM's continued success. I am confident that my skills and passion will make me a valuable addition to the GM team and I look forward to the opportunity to discuss my qualifications further.

Thank you for your time and consideration.

Sincerely,

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