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Common headers on a professional letter.

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The individual in the organization responsible for hiring for or leading the position should be addressed. If you do not know who this is, "hiring manager," or, "employer," are okay to address the cover letter to.

"Dear," is a standard and professional salutation to use on a cover letter.

Dear Hiring Manager,

The beginning or introduction directly states what position she is applying for.

I'm excited to be applying for the Data Analyst position, at Software Corporation. As someone with a lifetime love of relational mathematics and pattern recognition, I thrive on digging into complex data sets and producing insightful, data-driven strategic recommendations. I'm eager to turn my talent for analyzing big data into actionable growth strategies for Software Corporation. Do you think contractions, like, "I'm," are okay to use in a cover letter?

During my previous role as a Sales and Marketing Manager, I analyzed recurring market insight reports and ad hoc data to support our sales team with metrics they could use to make sales decisions. I

The body or middle paragraphs emphasize key roles or

pioneered the use of predictive modeling techniques to generate revenue forecasting reports with a high degree of accuracy, resulting in a 41% improvement in cash flow cycles. In addition to multiple recommendations from senior leadership for developing successful business intelligence models, I was promoted to Sales and Marketing Data Analyst.

tasks from her previous experience that highlight why she is well-qualified for the role.

With more than eight years of experience as a professional Data Analyst, I am fluent in a wide variety of software and data management systems ranging from traditional options like Microsoft Excel and MySQL to newer SaaS systems like Salesforce and Infusionsoft. I have a working knowledge of core programming skills, which has allowed me to develop numerous custom reporting solutions within each of these data systems and deliver unique, innovative reports to executive leadership.

Thank you for your time and consideration. I'm looking forward to learning more details about the Data Analyst position and about Software Corporation. I am available for an interview at your convenience. I look forward to hearing from you about moving forward with next steps.

Sincerely, The ending or conclusion expresses appreciation for the employer's time and a call-to-action (showing interest in an interview).

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Keywords, like, "SaaS," and, "Salesforce" were most likely used in the job advertisement and emphasized in the cover letter. These are keywords the employer is likely looking for and gains their attention.

Do you think the font type is effective for a cover letter? Can you tell what type font it is?