

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Data Analyst application: [Your Name]

Dear [Hiring Manager],

At [Current Company], the [team] could not explain why [metric: churn / returns / delays] rose [X]% in [quarter]. I pulled [X]M rows from [source], built the analysis in [SQL / Python], and found that [insight].

The result: [team] changed [decision], and [metric] improved by [X]% within [period]. I then turned the analysis into a [Power BI / Tableau] dashboard that [X] people now use each [week / month], replacing [X] hours of manual reporting.

Your posting asks for [SQL, Power BI, stakeholder reporting]. Those are my daily tools, and I am comfortable presenting findings to non-technical leaders, in both Arabic and English where needed.

I would be glad to walk you through the analysis and how I would approach [your key metric]. I am available from [date].

Kind regards,

[Your Name]