

Data Analyst cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Data Analyst role in your category analytics team at [Organisation name]. I have five years of experience in retail analytics, currently at a supermarket chain with 180 stores across South India, and I would like to work on a larger assortment and a more mature data platform.

In my current role I own weekly sales and margin reporting for the fresh and staples categories. I rebuilt our reporting from manual Excel files into a set of SQL views and Power BI dashboards, cutting the Monday reporting effort from about two days to under three hours. I also led a store clustering analysis using sales mix and locality data, which helped the category team trim slow-moving SKUs in 60 stores and free shelf space for regional brands; those stores improved fresh category margin by about 1.5 percentage points over two quarters.

I work daily with category managers and finance, and I am comfortable explaining findings without jargon. My tools are SQL, Python, Power BI and some dbt. My notice period is 60 days.

Thank you for your consideration. I would be glad to discuss how I could support your category reviews.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior Data Analyst position at [Organisation name]. I recently finished my B.Sc. in Statistics, and I want to start in an operations analytics team, where reports directly shape daily decisions on inventory, delivery and staffing.

During a three-month internship with a grocery delivery startup in Hyderabad, I cleaned and joined order data from three dark stores covering about 2 lakh orders. Using SQL and Excel, I found that late deliveries clustered between 7 and 9 pm in two pin codes, largely because riders were being assigned too late. I built a Power BI dashboard showing hourly order volume against rider availability, and the operations lead used it to adjust shift start times, which visibly reduced late deliveries in those areas within a month. I also documented every query so that the next intern could reuse them.

I am comfortable with SQL, Excel pivot tables, Power BI and basic Python with pandas, and I am currently learning A/B test analysis. I can join immediately and am happy to take an SQL assessment as part of your process.

Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Link a GitHub repository or portfolio page with one or two finished projects, and state in the letter the business question each one answered rather than the tools used.
- Name the business area you analysed, such as supply chain, marketing or product, since hiring managers look for domain context as closely as they check SQL or Python skills.
- Never attach or quote raw data, customer details or internal dashboards from an employer; describe the dataset size and the outcome in general terms instead.
- Offer to take a SQL or case assessment in your closing line and keep the letter near 200 words; analytics managers value a clear structure over long tool lists.