**Jenny Austin**  
**Information Analyst**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am applying for your open Information Analyst position. I believe that I am a great fit for the role, as I have a Bachelor’s degree in Information Technology and over 6 years of professional experience in the field.

I have extensive experience with data analysis, as well as a strong background in SQL and other programming languages. As an analyst, I am highly proficient in leading and managing data- driven projects, from gathering and analyzing data to creating detailed reports.

I am also very organized and detail- oriented, and I am experienced in carrying out research in order to identify trends and patterns. My analytical skills have enabled me to develop strategies for improving business processes and operations, and my experience in customer service has given me the ability to effectively communicate with stakeholders to address their needs.

I am confident that my experience and skills make me an ideal candidate for your Information Analyst position. I am very excited to discuss the role further and would welcome the opportunity to meet with you and provide more information on my qualifications.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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