

## Mallory Thompson

Data Analyst | mallory.thompson@youreemail.com | (123) 456-7890 | 123 Address Rd.,  
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May 1, 2021

Roger Brown  
Hiring Manager  
Upward Labs  
(987) 654-3210  
roger@upwardlabs.com

Dear Mr. Brown,

In two years as a junior IT data analyst with AIC Holdings, I was recognized as Employee of the Month several times thanks to my passion for teamwork and attention to detail. I hope to bring the same focus and dedication to Upward Labs as a Data Analyst.

I am excited to work with a rapidly-scaling company, and I'm particularly interested in Upward Labs' focus on mobile wellness apps. I believe I'd be an asset to your team based on my accomplishments in several areas:

- **Expertise:** I am fluent with data management systems, including SQL, Excel, Salesforce, and Infusionsoft.
- **Deliverables:** I have created more than 80 custom reporting solutions.
- **Results:** My forecasting work contributed to a 20% improvement in cash flow cycles.

I look forward to telling you more about how my skill set can help Upward Labs meet its goals in the coming years. I am available to talk at your convenience.

Sincerely,

Mallory Thompson

P.S. I also look forward to telling you about the Rising Star Award conferred by my alma mater in 2018, awarded to students who have taken major strides in the first decade after graduation.