



Steven Holmes

Data Analyst
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Seth Brown

HR Recruiter
Hub Group
(987) 654-3210
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Dear Mr. Brown,

One of my greatest abilities is translating complex results into easy-to-understand terms, creating a narrative with data. I am interested in bringing that success, along with my outstanding communication skills, to Hub Group.

My 12+ years of experience as a data analyst have prepared me to successfully collaborate with various departments to provide insight for profitable business decisions. I am drawn to your reputation as a leading organization committed to excellence. Some of my previous achievements include:

- Automated a report for the sales department using calculated sets that reduced manual work, saving 42 hours each quarter
- Fluency in a variety of data management systems including, SPSS, Excel, Access, MySQL, Google Analytics and Oracle11i
- Development of a statistical analysis model of a large data set that resulted in increased online sales by 15% per product

I look forward to discussing further with you how my past achievements can benefit Hub Group. Please contact me at your convenience.
Best Regards,

(Insert Signature Here)

Steven Holmes

P.S. I'd also like to share how I facilitated an 18% drop in transportation costs for my previous company.