Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am pleased to write this cover letter for the position of Analyst at (name of the company). (name of the company) is undoubtedly one of the leading companies in the field of (name of the field). Hence, to be able to work in the analyst team of your company would be no less than an honor for me. I, due to my intellectual abilities and problem-solving nature, think that I am best suited for this position of the analyst in your company.

Moreover, I am not only confident in my abilities but also, I have previous experience of (number of years). The company has not mentioned in the advertisement about the requirement of any experience of specific years for applying for the post. Therefore, I assume that your company is not asking for any prior experience in the field for being eligible for the position of the analyst in (name of the company). I feel proud to state here that my previous experience of (number of years) makes me a better candidate for this position. I am a detail-oriented person and love my job as an Analyst.

I have always been interested in mathematics since childhood. when I entered high school, I joined the school’s mathematics club. I participated in numerous competitions and won medals for my school. When I entered university, I opted for doing my bachelor’s in mathematics with statistics as a major. I was always praised by my professors for my intellect and problem-solving abilities. I was also quite popular among my fellow classmates as I offered help to anyone who needed it in statistics.

During my tenure in (name of the company), I was also liked by not only the Head of the company but also my colleagues. I have a habit of meeting deadlines therefore, I used to finish the assigned task before the deadline which gave me spare time to recheck my work for any errors. I have worked in (name of the company) for (number of years) and I am proud to state that I was never called by the chairperson for rechecking of any document submitted by me.

At the end of my cover letter, I would like to thank you for considering my application for the post of Analyst in (name of the company). I would also like to state that working in your company with the Analyst team would be a great honor for me. Hence, I look forward to learning more about your company and the tasks that are assigned to the Analyst as a part of his job.

Sincerely,

[Your Name]