



Matthew Thompson

Technical Data Analyst

☎ (312) 555-0198 ✉ matthew.thompson@example.com

🌐 linkedin.com/in/matthewthompson 📍 456 Walnut St, Chicago, IL 60614

MAY 28, 2026

Hiring Manager
Made-up Company Name
Chicago, IL
Chicago, IL

Dear Hiring Manager,

I am thrilled to apply for the Technical Data Analyst position with your esteemed data solutions team at Made-up Company Name, as this role speaks volumes to my five years of experience focusing on claims data analysis, and it allows me to utilize my passion for transforming data into meaningful insights that advance compliance and operational excellence.

Analyzing claims data has fortified my skills, exposing the intricacies of profitability within insurance operations while utilizing tools such as Power BI and AI data profiling software to surf through vast data and reveal trends that are often overlooked by industry peers, thus enhancing operational effectiveness and strategic decision-making.

I believe that successful projects require strong communication; I have cultivated robust relationships with stakeholders, enabling better collaboration, project alignment, and compliance support which has directly contributed to organizational goals while fostering a culture of continuous improvement.

Though every project presents its own set of challenges, my journey has prepared me exceedingly well; whether mentoring team members or orchestrating team efforts to embrace best practices in data management, I remain dedicated to the collective success of our initiatives over individual accomplishments.

I am genuinely excited to bring my analytical skills and customer-first mindset to your team, aligning my professional evolution with the dynamic environment that Made-up Company Name represents; this opportunity resonates with my career aspirations and I would relish the chance to contribute meaningfully.

Thank you for considering my application.

Sincerely,

Matthew Thompson

Matthew Thompson