

# Emily Liu

000 Filmore Drive. Plano, Texas 75025

617-000-0000

---

**[Date]**

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

**Dear Hiring Manager:**

I am writing to express my interest in the Market Analyst position. My combined internship experience, data analysis skills, and technical knowledge combine to make me an excellent match for this position. I would like to be able to continue to expand my industry knowledge, and by contributing to your organization I will be able to do just that. I noticed one of the requirements for this position is the ability to **BLANK**. I believe the knowledge I've accumulated through my past employers will help me to excel at these requirements, and I look forward to challenging myself by taking on additional responsibilities.

I have recently earned my M.S. in Business Analytics from The University of Texas at Dallas. In addition to manipulating data during my internships, I also enjoy working with numbers and information even when I'm not on the clock. I am proficient in SPSS, SAS 9, R, SQL, SQL Server, SAP and plan on learning additional languages in the future. Besides having working knowledge of several database and programming languages, I am fluent in Mandarin, English and Japanese. I was able to take advantage of my Japanese and work at a Japanese consulting firm in Tokyo prior to graduate school in which I spent time working as a product development specialist.

I have a significant amount of internship and business experience as I've worked with four different companies since 2013. My most recent role involved conducting marketing analysis with a B2B-centric company called MarketScale. Though I have only been with the company since June, I have extensively used the Google Analytics API to help create informative reports for my clients. I enjoy my role at this company as I get to interact with clients from a number of industries, which motivates me to better understand these industries to help address my clients' needs. I believe this along with the other past positions I have filled have prepared me to be a better analyst. I am now much more familiar with industry tools and practices than I was when I started my first internship in 2013, and am able to comfortably settle in to new roles at a faster rate.

My resume is enclosed. If you would like to speak with me in the meantime, I can be reached at 617-000-0000. I look forward to planning a meeting and speaking with you about this position.

**Sincerely,**

**Emily**

**Enclosure: Resume**