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Mr Ram Sharma
Smart Tech Solutions
Phone: XXXXXXXXXXXX
Email: hr@smarttechsolutions.com

Subject: Application for Data Analyst position

Dear Mr. Sharma

I am writing to you regarding the Data Analyst position that has recently opened up in your company. I came across this position on LinkedIn and I believed that I meet the majority of the required qualifications and skills for this position.

I have studied BSc in Data Science from Venkateswar College, Delhi University. During my time, I also pursued online certificate courses in Cloud Servers, Machine Learning and Natural Language Processing and Statistics. Currently, I hold 7.2 CGPA and was ranked amongst the top 5 of my class. I also recently completed a 6-month internship with Data Guru where I worked as part of their backend team.

I have attached my resume with this letter and I hope that my educational qualifications are satisfactory and meet all your expectations.

I would be grateful to have an interview session with you. I have also provided email and contact number should you be interested in knowing more about me.

Thank you in advance for this opportunity.

Warm regards,
Nitika Sharma