Dear Sawyer Ondricka,

I would like to submit my application for the decision analyst opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for financial and statistical reporting, data management and system support to a large, decentralized and extremely diverse sales force & warehouse network.

Please consider my qualifications and experience:

- Strong knowledge and working experience in data manipulation tools such as SAS, SQL, Business Objects, or other tools to query large databases and manipulate large data files
- Understands basic cost accounting concepts
- Proficient in use of Microsoft Office suite, including strong Excel and Access knowledge
- Capacity to clearly communicate via email and phone
- Advanced user in Microsoft Office Suite, including PowerPoint & Visio
- Demonstrate high personal standards of behavior in a professional environment
- Will need to be able to handle data from multiple sources and work through them
- Curiosity and self-motivation to learn

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Riley Roberts