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**Open**

## DATA ANALYST COVER LETTER

youremail@gmail.com | (000) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website / LinkedIn / job board website].

I have spent the past 8+ years doing number crunching and database management for a SAAS business, and I am keen to continue developing my career in the field of data analysis. I have always been a numbers person, with exceptional mathematics and computer skills. I am fluent in a number of data management systems and software, including Excel, MySQL, SPSS, and Oracle 11i. Statistical significance, A/B testing, and data-driven optimization are the rhythm of the drumbeat I march to.

As much as I'm into data manipulation, it's the analysis of data that really gets me going. I like to explore the relationships between numbers, and translate digits and spreadsheets into stories. In the age of big data, these stories become actionable solutions and strategies for businesses, and I take pride in my ability to make data accessible to both executive decision-makers and frontline sales staff.

On a personal level, I am detail-oriented, organized, and precise in my work; the only thing cleaner than my room are my spreadsheets. I have strong communication skills with a knack for clear and illuminating presentation. I'm comfortable on my own facing the numbers, but I really enjoy being part of a motivated team of smart people.

Please find my contact information at the top of this letter, as well as on my enclosed resume. I appreciate your time spent reading this letter, and look forward to connecting in the future.

Sincerely,

[Your Name]

## REAL ESTATE COVER LETTER

youremail@gmail.com | (000) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State XXXXX]  
[(XXX) XXX-XXXX]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

As advertised on [Website's Name], I would like to apply for the position of Real Estate Manager at [Company's Name]. With a Bachelor's in marketing, more than 8 years of experience in the real estate industry, and exceptional Estate Management skills to complement this experience, I am confident in my abilities to become a central element to your team.

My ability to provide planned marketing and property procurement support to clients has been very helpful in acquiring an extensive client-base. In my present role as Senior Real Estate Agent at Duncan-Wertz Realtors, I have demonstrated a drive to exceed my targeted quotas by creating sales plans to build new client connections. I have also prepared documents, conducted training programs for sales agents, and managed daily administrative tasks associated with the role.

Furthermore, I have gained extensive knowledge and insights into providing outstanding customer services by anticipating client needs. Having previously worked with McCoy Realty for more than 4 years as a Real Estate Agent, I have become proficient in handling concerns from all types of customers.

I am an excellent communicator who possesses the ability to engage staff on all levels of an organization. My resume is enclosed and it will give you further insight into my skillset, accomplishments, and experience in this sector. I look forward to the opportunity of an interview to discuss my application further.

Sincerely,

[Your Name]

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

As a critical part of our team here at [Company Name], I have always appreciated your hard work and dedication.

After reviewing our current employee roster and company needs, I have decided to [transfer/relocate/promote] you to [Name of New Location or Position]. Congratulations on your new position! I hope that you find your new duties to be both challenging and rewarding. This change becomes effective [Date].

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]  
[Title if any or delete if none]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
March 23, 2008  
[Recipient Name]

[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
Dear [Recipient Name]:

We regret to inform you that your employment with [Company Name] is being terminated, effective [date]. Your termination is the result of poor performance as outlined below:

[Performance issue]  
[Performance issue]  
[Performance issue]

You were issued written warnings of these performance problems on [date], [date], and [date]. Copies of these warnings, signed by you, are in your personnel file. Your signature on each warning indicates that you discussed it with your manager, including steps you could take to improve performance. As stated in your final warning, you needed to take steps to correct your performance by [date]. Your failure to do so has resulted in your termination.

To appeal this termination, you must return written notification of your intention to appeal to [Name] in Human Resources no later than [time] on [date].

Sincerely,  
[Your Name]  
[Title]  
cc: [Manager Name]

## SAMPLE DECLINE LETTER

«Name»  
«Title»  
«Organization»  
«Address1»  
«Address2»  
«CityStZip»

Dear «Salutation»:

At its meeting on «BoardDate», the Board of Trustees of The XYZ Foundation carefully considered your request «RequestedAmt» for the «ProgramName» to «Description». However, the proposal was not funded.

This action is not, of course, a reflection on the value of your program. It only indicates that the Foundation's funds are limited.

The Foundation receives many more requests to participate in funding endeavors than our relatively limited resources will permit. This leads to difficult decisions in establishing priorities and means that a number of important activities, such as yours, cannot be supported by the Foundation at this time.

We are appreciative of the information forwarded to us and of the time and effort expended in preparing the application.

Although the Foundation cannot be of assistance, we do wish you success in securing the funds from other sources.

Sincerely,

Job appointment letter format in word free download.

VII. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company. Note that the following job offer template contains placeholders that you can easily fill with your company's data. Set a specific timeframe for when you would like to get your candidate's final response. Please find attached the terms and conditions of your employment, should you accept this offer letter. We are all looking forward to having you on our team. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. But, keep the language in your employment offer letter formal and clear, as it's an official document that describes the employment terms between you and your future hire. Termination conditions VII. In the meantime, please feel free to contact me or [Manager\_name] via email or phone at [provide contact details], if you have any questions. We would like to have your response by [date]. Your target bonus will be equal to [percent]% of your annual base salary. Proprietary Information and Inventions Agreement Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement. Interpretation, Amendment and Enforcement This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. If you're sending the offer letter via email, make sure to: Use an email subject line that clearly states this is a job offer (e.g. "Job offer from [Company name]" or "Job offer for the position of [Job title] at [Company name]") Keep the email body text brief and mention that the candidate can find the detailed job offer letter attached. Bonus (or commission) potential In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. Best regards, [Your name] [Signature] Job offer letter template - attachment Job offer format: Table of contents I. Any bonus for a fiscal year will be paid within [number] months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. Paid time off is additional to sick days, bank holidays and days that the company does not operate. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. Tax advice You are encouraged to obtain your own tax advice regarding your compensation from the Company. You can also personalize the email body text and tweak the tone to match your company culture. VI. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation. Employee benefits As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. Specific terms and conditions may change upon vendor's decision. Upon your acceptance of this employment offer, [Company\_name] will provide you with the necessary paperwork and instructions. If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to [Manager\_name]. Employee benefits V. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. The Company offers a comprehensive employee benefits program, including: Vacation policy You will be eligible for [number] days of paid vacation leave per year. Please review this summary of terms and conditions for your anticipated employment with us. Any contrary representations that may have been made to you are superseded by this letter agreement. Please ask your attorney to review your finalized job offer letter. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law. It's best to contact your candidate via phone or email to announce you're extending a job offer before sending this formal document. Start a free trial with Workable to effectively manage your applicants, interviews and job offers. Interpretation, amendment and enforcement I. Sincerely, [Sender\_name] Signatures: \_\_\_\_\_ Company Representative (Sign) \_\_\_\_\_ Company Representative (Print) \_\_\_\_\_ Date III. Position Job title Your title will be [Job title], and you will report to the Company's [Manager's job title]. Stock Options Subject to the approval of the Company's Board of Directors or its Compensation Committee, and following the adoption by the Company of an equity incentive plan, you will be granted an option to purchase [number] shares of the Common Stock of the Company or of its parent (the "Option.") The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted. Private health and dental insurance plan As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Position II. Cash compensation III. This is the full and complete agreement between you and the Company on this term. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. Privacy and Confidentiality Agreements Privacy Agreement You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Termination Conditions The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. Bonus (or commission) potential IV. Cash Compensation Salary The Company will pay you a starting salary at the rate of \$[Gross annual salary] per year, payable in accordance with the Company's standard payroll schedule, beginning [start day] and you will receive your first paycheck on [date]. Job offer email template Email subject line: [Company name] job offer / Job offer from [Company name] Dear [Candidate name], We're delighted to extend this offer of employment for the position of [Job title] with [Company name]. Privacy and confidentiality agreements VI. Your regular weekly schedule will be [e.g. Monday to Friday 09:00-17:00]. The Option will be subject to the terms and conditions applicable to options granted under the Company's Stock Plan (as adopted, the "Plan"), as described in the Plan and the applicable Stock Option Agreement. IV. Keep in mind that this template is not a legal document and may not take into account all relevant local or national laws. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. V. Tax withholding All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law. You will vest in 25% of the Option shares after 12 months of continuous service, and the balance will vest in equal monthly installments over the next 36 months of continuous service, as described in the applicable Stock Option Agreement. Conflict of Interest policy While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.) II. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding. Employment Relationship Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Position details (title, working schedule) Compensation Bonus or commission Employee benefits Privacy policies Termination conditions You can customize this sample offer letter format and add, modify or remove specific terms and benefits. You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by [date the offer expires]. Working schedule This is a [full-time/part-time] position requiring approximately [e.g. 40] hours per week.

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