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| **robert smith**  **Data Architect** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

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

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

This is regarding the job opening for the position of Data Architect,I have the required skill sets, certification, and experience to fit in this job role. With a total experience of …… years in one of the reputed firms of the city I have gained a lot of skills and knowledge, hence, I believe I can do my best in this job role.

In the past few years, I have learned about designing, which has helped me solve issues of my previous organisation. I have expertise in

* Planning and executing strategies to improve the company’s growth.
* Self-motivational and detail-oriented.
* Work under proper guidance.
* Good understanding of troubleshooting the problems.
* Expertise in handling all kinds of duties.
* Handled some critical situations with my presence of mind.

I would like to Thank you in Advance for showing interest in my resume. Hoping for a positive response from your side.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]