Dear [name]:

I’m writing in response to your recently advertised position for a [role title].

I came across your profile on LinkedIn and see that you are a recruitment specialist in [insert sector]. I have been researching your company with great interest and would be very keen to learn of any opportunities for employment with you.

I am very interested in this opportunity and believe that my qualifications, education and professional experience would make me a strong candidate for the position.

I graduated from The Ohio State University with master’s degree in Applied Statistics in May 2017. These two years study in OSU gave me strong theory background for data analysis. Also I got my Bachelor degree of Information and Computing Science in July 2015, and that is a programming focus major. 4 years practice set me strong programming skill in tools, like python, SAS and SQL.

Currently, I works in a data-driven company as statistical Analyst. Basically, I applies advanced analytics, machine learning, and statistical techniques, such as regression, mixed model, survival analysis, clustering, classification etc., to analyze data for real-world problems, using Python, SAS and SQL. It can be summarized as 3 main parts, translate business concerns into specific analytical questions that can be answered with available data using statistical and machine learning methods; prepare, extract and analyze data covering a wide range of information from user profile to various test results; communicate these data-driven insights to senior management or clients. Besides those, I also research methods to reduce the time/data volume needed for reliable conclusions, develop tools to analyze data accuracy/effectiveness, adjust procedures for model performance evaluation, and coordinate with different functional teams to implement models and monitor outcomes. If I really get this position, I’d apply this knowledge to ensure we delivered reliable and innovative solutions and try to introduce methods or procedures to minimize costs and improve efficacy.

Previously, I also worked as a data analyst in a Jewelry company, where I analyzed transactional database of 6 sales regions though SQL, and Excel to develop timely, applicable and actionable insights. Basically, I performed in-depth analysis of on-going operations and identified important trends, key risk, and opportunities for cost reduction and process improvement. Balancing so many needs was often challenging, and I learned how to analyze data efficiently and find the solution that satisfied the maximum number of manager team. I believe this experience will help me a lot in future career, like how to deliver feasible and innovative results while staying on-time and within budget.

Besides that, I worked as a financial analyst Intern before, where I assisted the financial team for a variety of financial analysis projects and month-end closing procedures, including preparation of reports, presentations and analysis designed to communicate financial data to senior managers and clients. This experience taught me how to effectively communicate data and insights to non-technical managers and clients, which is also a very important step in data analysis. With this experience, I believe I can present our technique findings to non-technical people efficiently.

In addition to this experience, I gained considerable customer service skills during my part-time employment as a customer service representative in Hong Kong tea House.

I also bring to the table my strong computer proficiencies in Python, SAS, SQL, R, Excel and good knowledge of business and finance (CFA level II). Please see the accompanying resume for details of my experience and education.

I have been very excited to learn about [cite some development, project or aspect of the company that appeals to you and demonstrates your knowledge of the company. Now explain how you would contribute to the company’s projects, put forward an idea or demonstrate how you can help the company grow.]

I firmly believe that I can be a valuable asset to your team. Feel free to contact me at wang.7903@osu.edu to arrange an interview.

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Best,

Fengping Wang