

Minhaz Hoque
B20, 3BN
Email: mhoque2099@gmail.com
Phone: +44 7455 799461
Website: <https://mhoque3.github.io/MHoque.github.io/>
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Dear Hiring Manager,

This cover letter will serve as a personal character assessment and evaluation and will hopefully go on to prove as to why I am the perfect candidate for this role .

Let's get the initial question out of the way. Yes, Materials Science and Engineering was my primary focus when at University. This may provoke the thought of: 'Why should we select Minhaz for this role as opposed to a candidate who has done Computing or IT at University and this is a valid question. But the best way to answer this is by asking you to look far and wide for any Computing course or IT course that perfectly matches the specifications of what a Data Analyst should know. Whilst you may find sections which are relevant to the job description (like Python for a computer scientist, or Excel for an IT graduate) what is key is to look at the proportion that these modules are being taught as a whole.

What separates me from graduates like these is that the two years post-Engineering, I have spent my time honing all the relevant skills necessary for a Data Analyst. I have built upon the foundations of Excel, Python and PowerBI which were laid down at University and worked my way up to being confident with all 3. I have gone and received certifications for my efforts in SQL and I have also undertaken lessons to gain experience in Tableau. So whilst these graduates will have spent minute amounts of their time on skills that are relevant in this field, you will already have someone who is confident in approx. 80% of what this field requires.

Another point that separates me from the rest would be that I actually enjoy being surrounded by and working with data. The layered methodicalness of the process, going from stakeholder and client meetings to getting the data, to cleaning and then to visualising the data. There is something satisfying in knowing the work you put in goes on to develop and enhance a client's business. This makes me one of the better candidates simply due to the fact that, whilst on their worst days, you aren't guaranteed results, but on my worst days you are guaranteed at least double the effort of theirs because I enjoy the work in this field. This means you have a guaranteed floor with me with an limitless ceiling, compare that to the fact that you have an unknown floor and unknown ceiling with the others.

Another point of separation, is that I know and acknowledge the flaws I have, and always work and strive to erase those flaws to the best of my ability. An example: Let's look to my time as a *Sales Executive* with *Channel Partners Group*. Going through

my time in academia, I was always good with public speaking, but there is a difference between public speaking on an already extensively researched topic, and speaking in public and I feel that the difference is heavily understated. This extensive research was always a confident boost and it took away my introvertedness. Compare that to speaking to people in general, I usually kept to my self and had never really been an outspoken person. Knowing this will be a huge barrier in a field where meetings are required frequently, to a varied number of people present, I took it upon myself to step out of my comfort zone and step into the world of door to door sales. This is a field where I would constantly face rejection, have to deal with and overcome that and then go on to make numerous sales a day. Having to speak with hundreds of people a day was something that erased my fears completely and I even have people that can vouch for the fact that me going in to the job and the me leaving are two completely different people.

I do understand that recruitment can be a hard process, as many a time, it is a gamble as skills are really never showcased apart from a few preliminary tests, which is why I have gone to the lengths of saving you time and creating a website (which is linked above) which serves as a portfolio and showcases some of the projects which I have undertaken and deemed as an apt demonstration of the skills which are relevant to this field. As a data analyst, our jobs are incredibly client focused and every aspect of our job deals with streamlining the lives of our clients and going the extra mile for their convenience and think of this as my first demonstration of keeping client satisfaction as my primary focus.

To conclude, I do hope that this cover letter served as a thorough evaluation as to why I would be the perfect candidate for you and hopefully it served as an answer to the question of why pick Minhaz - and engineering graduate - as opposed to what would seem like the *safer* option of a Computing or an IT graduate. This evaluation should cement the fact that I am **the** safe option, where minimal training is required in comparison.

Thank you for reading through this letter and I do hope that we will come to cross paths and if this was not sufficient enough to grant me the job itself then I do hope it will be sufficient enough to grant me the interview and I do look forward to meeting you and hopefully go on to be an invaluable asset to your company.

Sincerely,

Minhaz Hoque