November 8, 2019

The World Bank

1818 H Street, NW

Washington D.C.

Dear Ms. Kay:

My name is Suchada Nevijit. I would like to register my interest in the Short Term Consultant: Research Assistant position to support the Bureaucracy Lab’s Philippines Survey of Civil Servants.

I have a Master’s Degree in Finance from Seattle University and a Data Analytics Certificate from Montgomery College. Also, I have experience analyzing, development impacts for IFC’s projects, collecting survey data from government agencies and international organizations, cleaning up survey data for analysis, coding of variables in the surveys, conducting industry and market research, calculating financial and economic impacts of various activities using statistical tools, such as Standard Deviation, Covariance, P Value, and Z Score. In addition, I have experience preparing data visualizations for different target audiences.

With my recent completion of the Data Analytics Certificate, I have enhanced my knowledge and ability to perform data analysis duty. I am proficient in analytics software, including Microsoft Excel, STATA, R, and Tableau. I am able to perform advance Excel analytics functions, such as Index, Match, Pivot Tables, Power Pivot, Power Query, Charts, Solver, and Goal Seek; STATA functions, such as Describe Data, Label Variables, Variables Coding, Time – Series, Regression Models and various types of charts; R’s functions, such as Describe, Summary, Plot, and Regression; as well as Tableau functions, such as, Dynamic set, Parameters, Filter, Joint, Cross- Database Joint, and interactive dashboards.

In addition, I have a strong interpersonal skill, an ability to work effectively and sensitively in teams. I am confident that I can perform this job well.

I believe that my qualifications and background match the position you advertised and that I could make a contribution to the World Bank and the Bureaucracy Lab’s Philippines Survey of Civil Servants. Please contact me at [suchada\_email@yahoo.com](mailto:suchada_email@yahoo.com) or calling 202-899-0429 for further discussion.

Attached please find my resume and thank you for your kind consideration.

Sincerely yours,

Suchada Nevijit