Jarred Heer

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Dear Hiring Manager,

Crocodile

Thank you for the opportunity to apply for the Operations Associate position at Sock Club. As a detail oriented person with a passion for numbers, I am thrilled at the chance to develop the next generation of order portal for both internal and external users.

During my time getting my bachelor’s degree in economics, I worked on many projects with large amounts of data, facts, and figures. I am skilled at seeing through data to conclusions and crunching numbers. I also often used and developed my pristine communication skills to present my findings. While working on these projects I was responsible for translating my data into an understandable format for others to read. I am vigilant in ensuring that my data and findings are precise, and I can handle large volumes of data and mathematical problems with ease.

I have always been a naturally inclined mathematics person, but my college education furthered my knowledge and cemented important concepts into my working memory. My education has allowed me to perfect my skills as a mathematician and as a team player. I possess an impeccable work ethic and am able to meet tight deadlines. With the experience I have gained as an economics student I have experience with a variety of software and data management systems such as Excel, Tableau, R, and SPSS. The projects I have completed through my classes have also given me experience using SQL.

Thank you for your time and consideration. I look forward to hearing more about Sock Club and the Operations Associate role as well as sharing more details of my experience and motivations with you.

Sincerely,

Jarred Heer