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September 20, 2017

Hello,

Thank you for taking the time to review my resume and cover letter, as I am applying for the position of Business Analyst with CitiGroup. I graduated from USF’s Muma College of Business, with a major in Business Economics, during the Summer of 2015. As well, I completed a core of MIS courses during the Fall of 2015 including Business Application Development(C#), Operations Management, and Systems Analysis and Design. More importantly, for my work in Systems Analysis and Design, I received a letter of recommendation from my professor (Utkarsh Shrivastava which I have included with this CV/Resume.

Currently, I am working at BIC Graphic in Clearwater as a Data Analyst on a project to implement a new ordering system that will expedite the ordering process for our customer service representatives. My duties include extracting manufacturing data from the old system, analyzing that data, transforming it to meet the new system requirements, and finally loading the new data sets into our Oracle EBS system.

Finally, I’d like to take a moment to elaborate on my technical skillset. As you will notice, I have quite a few programming languages and tools listed on my resume, most of which I have taught myself. At the moment I am learning JQuery, JSON, and AJAX. I take great pride in, and enjoy, learning new technologies. In looking over the description for this position I noticed that there was quite an emphasis put on ‘R’; so I took the time to survey the literature available on ‘R.’ I installed RStudio and the core set of packages that comprise the “tinyverse.” My three biggest takeaway’s from what I have learned thus far are: 1) The sheer vastness of the ‘R’ framework, the tools available in ‘R’ encompass such a wide array of purposes. 2) Despite the complexities that I’m sure can arise in ‘R’, many of its features a relatively strait forward, such as Data Exploration and Visualization. 3) Regardless of whether or not I aquire this position, ‘R’ is a toolset that I would be remiss if I did not add it to my repertoire of skills.

Again, thank you for taking the time to review my application for this position. I know that the combination of my education and work experience would allow me to be a valuable addition to the CitiGroup team, I hope we can meet soon to discuss how.

Regards

Terrence Campbell