
Harvard University
Massachusetts Hall
Cambridge, MA 02138

June 04, 2018

Dear Hiring Committee,

I am seeking employment at Harvard University because I am looking to advance my career in data analysis and lend my skills and talents to one of the most prestigious institutions in the world. I would like to hone my skills in research, data analysis, programming, and statistical writing while exploring other applications of big data outside of the field of public policy. Working at Harvard University would give me all of these opportunities and enable me to continue my career in data science and data analysis.

I am applying for the HR Data and Reporting Analyst position in Harvard Human Resources because I feel that my background and skillsets put me above the bar. At the School of Public Policy and Urban Affairs, I worked with many principal investigators on a myriad of grand funded projects covering almost all aspects of public policy. I was hired initially as an undergrad, for a summer job, and my quantitative and technical talents were quickly recognized and I found myself being pulled onto more and more projects to provide any and all data manipulation and analysis.

I am very well versed in R, which began as an intro class when I started my Master's and is now an integral part of my everyday work. Where some wanted to keep using excel or SPSS to run analysis, I saw the opportunity to use R and develop not only quality statistical analysis, but also better visual representations of the data from simple ggplot outputs to shiny apps written to showcase geographical differences in data at different levels. Due in part to my policy background and skills in R, I was hired by the Boston Area Research Initiative (BARI) to head up housing and transportation data projects. Since January 2018, I have built an automated web scraper that collects, stores, and cleans Craigslist data, and most importantly I built, set up, and maintain a local storage server for BARI which is now used to back up all big data files and host local geocoding software.

Harvard University is known for its exceptional work, both externally and internally, and it would be an honor to provide what help I could to further the University and its mission. The addition of my skills and knowledge will be beneficial, without a doubt. I am ready to further my skills and abilities and working at Harvard University would allow me to do so. I take genuine joy in researching, cleaning data, analyzing the datasets, and reporting the story within the data.

I look forward to hearing from you at your convenience. Thank you for your consideration.

Sincerely,

James Huessy