**Adam Zawitkowski**

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Dear Hiring Manager,

I am writing you this letter to express my strong interest in the available position at your organization. I am currently a Senior in Seattle University’s Business Analytics undergraduate program with an overall GPA of 3.7. In addition to my educational accomplishments, I believe I am a great candidate for this position because of the diverse experiences I would bring to the team. Ranging from service as an Air Traffic Controller in the US Navy to my roles as quality manager, supervisor and leader at my current organization.

Partnering with diverse teams and clearly communicating with others is something I have been doing my entire career. As an air traffic controller, I worked in a constantly changing environment where fast and clear communication was essential not only in relaying information to the pilots, but also in setting up my teammates and other divisions for success.

With my experience, I have cultivated an attitude of life- long learning, whether I need to master a niche to effectively add to an existing team in a big organization. Or if I need to learn all facets of a smaller firm in order to lead and be effective. In my current job, I self-started an undertaking to learn all of our process, quality and procedure manuals and suggested to the president that he allow me take over auditing. I proved my knowledge on the next audit and in turn was able to save my company thousands of dollars in annual auditing fees.

Being a Father, husband, employee and student all at once takes up so much of my time I rarely find myself doing anything outside of that scope of responsibility. However, I do push on those boundaries and currently find myself working with a fabulous team of student analysts in SADA (Student Association of Data Analytics.). Where we have recently completed a data analysis project about the opioid epidemic for the MCM competition and have started a second project about forecasting environmental effects on electric cars which will be due in May. The experience in analytics and data science has been extremely rewarding, despite the tax these extracurricular activities have on my limited time, I find myself eager to do more and learn more.

I am experienced with and have been dedicating most of my free time to grow my knowledge and gain firm command over such platforms as: Python, R, SQL, Excel, Power BI and Tableau. Practice in my free time includes readings from the data science book lists and blogs provided on Tableau website, as a supplement my formal education in analytics. I hope this letter has communicated that I am committed to learning and that I am a man of action. Thank you for your time and consideration.

Sincerely,

Adam Zawitkowski

Enclosure: Resume