



Caleb Green
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Hiring Manager
Bank of America

Dear Hiring Manager,

I am a driven student pursuing a Bachelor of Science in Management Information Systems with a minor in Software Systems at UNC Charlotte. After attending the "Day in the Life of a Bank of America Tech Intern" meetup on campus, I was inspired by the innovative solutions and real-world impact described by the team. That experience affirmed my interest in applying to the **Global Technology Summer Analyst Program**—specifically the **Data Management Analyst** position. I'm eager to bring my passion for data, strong technical foundation, and hands-on experience to your team.

Here's what I can offer:

- **Technical Proficiency** – Skilled in Python, Java, C#, SQL, and JavaScript, with experience in development environments like Visual Studio and Jupyter. I'm certified in Microsoft Excel and trained in cybersecurity and data fundamentals through IBM coursework.
- **Real-World Data Projects** – Developed a machine learning model in Scikit-learn that forecasted pool chemical needs at a health club, reducing waste by 20%. I paired this with Tableau dashboards to guide business decisions.
- **Advanced Data Analysis & Modeling** – Built an LSTM-based neural network to predict Microsoft stock prices with enhanced forecasting accuracy. This deepened my understanding of sequential modeling and time-series data.
- **IT & Infrastructure Experience** – As Network Administrator at Sportscenter Health and Athletic Club, I deployed a failover system that improved uptime and implemented cybersecurity measures to ensure data security.
- **Communication & Collaboration** – I've worked closely with cross-functional teams in both academic and professional settings, balancing technical depth with clear, visual communication.

I'm enthusiastic about contributing to Bank of America's innovative approach to technology and data strategy. I would welcome the opportunity to speak with you further about how I can support your team's goals. Please feel free to reach out at calebrobertgreen@gmail.com.

Thank you for your time and consideration. I look forward to connecting soon.

Sincerely,
Caleb Green