correlation·one

COVER LETTER SAMPLES

Tips:

1. Use the same Header that is on your resume
2. For help writing, have your resume, the job description, and any company research notes in front of you
3. Expand on the examples in your resume by providing more context, actions and results
4. Think about connection points - how does your experience relate to the role?
5. Always keep the right perspective: How can you help THEM?
6. Keep it short!

First and Last Name

name@gmail.com | (000) 000-0000 | City, State
linkedin.com/yourname | GitHub.com/yourname

Date

Dear Mrs. Smith:

I am writing in regard to the Data Analyst – Human Resources position available. I recently completed a Data Analytics Fellowship with Correlation One, enhancing my skills in SQL, Tableau, and solving real world data problems presented through business cases in a collaborative environment, culminating in a capstone project. All of these newfound skills were the perfect supplement to my formal training in sociology, and are highly valuable skills I could transfer to a Data Analyst position at ABC Consulting.

My Correlation One capstone project involved collaborating with a group of five Fellows to explore how to address food insecurity and food waste to improve the health of Americans using various data sources over the course of the program. In this project my team analyzed over 1,000 rows of Excel data from the Department of Agriculture, and created a visualization using Tableau. These technical skills align well with the described responsibilities of the HR Data Analyst position.

In addition to the technical work, I also created a detailed 14-week project plan with weekly meetings to assign deliverables and ensure the timeline remained on track. I am a highly detail-oriented person who strives to over-deliver in terms of quality and pace of work. I am confident I would thrive in the fast-paced environment at ABC Consulting.

My past work in sociology research, teaching experience, and data analysis skills shape a unique set of skills that is necessary to analyze human resources data and communicate effectively with team members. I believe these skills would transfer directly to thinking about and communicating the data challenges at ABC Consulting.

Thank you for your time and consideration of my application, I would be thrilled to discuss the position further.

Sincerely,

Full Name

First Name Last Name

linkedin.com/in/yourname   yourname@gmail.com
github.com/yourname   000-000-0000
                                                              City, State

Date

Company Name
Company Address
City, State 12345

Dear Hiring Manager:

Among my colleagues, I'm known as the one who is eager to tackle any type of problem, from designing experiments to analyzing data and creating engaging dashboards. As a world leader in cutting-edge research, Consulting.com provides unparalleled expertise to clients in diverse subject areas. I am excited to apply for the position of Data Scientist, which will allow me to utilize my expertise to serve clients in an innovative and empirical manner. I am confident that I can make a strong contribution to Consulting.com by applying my analytical skills, and my rigorous academic background.

Before starting at Correlation One, I worked in a market research firm, ResearchingForYou, where I performed data analysis and data visualization to help clients in a variety of industries. At ResearchingForYou, I collaborated with the business partners to use data science to aid in business growth, increased profitability, greater market share, and higher employee retention. Working in collaboration with clients to create product-oriented data tools is what I find most rewarding, and am eager to continue this work with Consulting.com.

An important part of working at Strategies R Us is being able to work across multiple teams within the organization. My extensive experience working cross-functionally was cultivated during my PhD, where I worked with experts across three departments. Throughout my graduate work, I used a wide range of data analysis techniques, including computational and statistical methods, big data analysis, and machine learning. I am able to find insights across multiple disciplines and clearly communicate these findings to stakeholders from these diverse backgrounds.

I would be excited to bring my research design and analytical skills to Consulting.com, where I could work across disciplines with rigor to bring together different areas of the company. I appreciate your taking the time to review my application and I look forward to discussing the position with you further.

Sincerely,

Full Name

First Name Last Name

linkedin.com/in/yourname   yourname@gmail.com
github.com/yourname   000-000-0000
                                                      City, State

Date

Dear Mrs. Smith:

Disrupting the health insurance industry is not only fascinating to me as an exciting way to use data analytics in shaping the landscape of a product millions of people interact with on a daily basis, but also personally. HealthForYou is changing the way people live their lives for the better, and I am excited to apply for the position of Data Analyst, a role that would allow me to serve the unique needs of patients.

My most recent accomplishment as a Fellow at Correlation One involved a capstone project to develop a healthcare professional recommendation system. This project required me to analyze tens of thousands of patient records derived from messy databases, build models in Python using features extracted from those databases, and communicate the results via a one page datafolio. I would be excited to utilize these analytical skills at HealthForYou to build the best system possible to help your customers identify personalized optimal options.

I would be very excited to bring my data analytics skills to HealthForYou, where I could make tangible and meaningful improvements in the daily lives of thousands of people. I am particularly excited about the prospect of joining an organization that values data as much as HealthForYou, as evidenced by the weekly group data sessions and focus on allowing analysts to really see their projects through from beginning to end. I appreciate your taking the time to review my application, and look forward to discussing the position further with you.

Sincerely,

Full Name