

1. Application Letter

Evan O'Neill

Evanoneill147@gmail.com

01/02/2024

Dear [Hiring manager's name],

I'm writing to express my interest in the position of Data Scientist at Microsoft. I heard of this position from LinkedIn, I Found it interesting as I believe my skills in Databases like Oracle and SQL whilst my Certifications in AWS and My Level 5 Degree in Computing make me an ideal fit for this job. I appreciate and understand that Data Science is a pivotal part of a successful company especially Microsoft, as you must deal with Big Data and several internal/external problems with that data. I believe my skill set will provide a perfect match for this job.

I have previously worked with Data in Bunzl, where my role was Sales Data Admin. I Supervised several different successful Projects. My Primary Goal was to increase Sale Leads through Several different Markets which I achieved through using Large Data Sets. I Prioritized Customer interaction as my main point of data entry to ensure the authenticity this led to less mistakes and more productivity. This ensured all aspects of the project was successful. My previous experience shows my drive to continually improve and succeed that's why I think I'm perfect for this Job.

Thank you for taking the time to read my Application Letter. I hope to speak with you soon and learn about this opportunity at Microsoft.

Sincerely,

Evan O'Neill

2. Thank you Letter

Dear Mr. Gold

Thank you for taking the time to meet with me today. I enjoyed learning more about the Data Scientist position within Microsoft. It's an excellent match for my skills and interests, given my background as an Data analyst.

Your modern approach to Data, in particular Big Data, confirmed my desire to become a member of your team.

In addition to my work ethic, I'd also bring my Data Analytic Expertise, time management skills and team player attitude to the department.

Thank you for reserving an hour out of your extremely busy schedule to interview me today. I remain very interested in becoming a member of your team and look forward to speaking with you again!

Sincerely,

Evan O'Neill

3. Written draft (letter of thanks)

05/02/2024

Mr. Smiths
123 Dowling Street,
Microsoft,

Dear Mr Smith,

Many thanks for the opportunity to discuss the opening within your company ^{team} today and taking time ~~out~~ out of your busy schedule. I think my skills are perfect for this opportunity.

^{add more detail about skills}

I would like to re-iterate how thankful I am for this opportunity to talk today and look forward to seeing you again.

Sincerely, ^{hearing from you}

Eleanor Mill

4. CV

PROFILE

I am a student in Dundrum CFE studying computing. I love coding in my spare time especially on rainy days. I also like playing sports, I play GAA, Hurling and I occasionally Play Football.

I recently completed my first internship in Bunzl as a sales data admin. Before that I worked in Retail and Sales. I Gained a lot of valuables Skills from these sectors like, Time Management, Communication and Working as part of a team and how they all go hand in hand.

CONTACT

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HOBBIES

Football
GAA
Hurling
Coding

Evan O'Neill

EDUCATION

Colaiste Mhuire

2016 - 2022

I Went to this secondary school where I learned fully through Irish, I completed my junior and Leaving Cert here as well

Dundrum College Further Education

2023 – present day

I'm here in Dundrum CFE furthering my education in computing

WORK EXPERIENCE

B&Q, Sales advisor

2022

My Role here was to help customer with their wants and needs relating to décor. I contributed heavily to getting to our budget frequently having the highest number of sales in the department and store

MR Price, Customer assistant

2021-2023

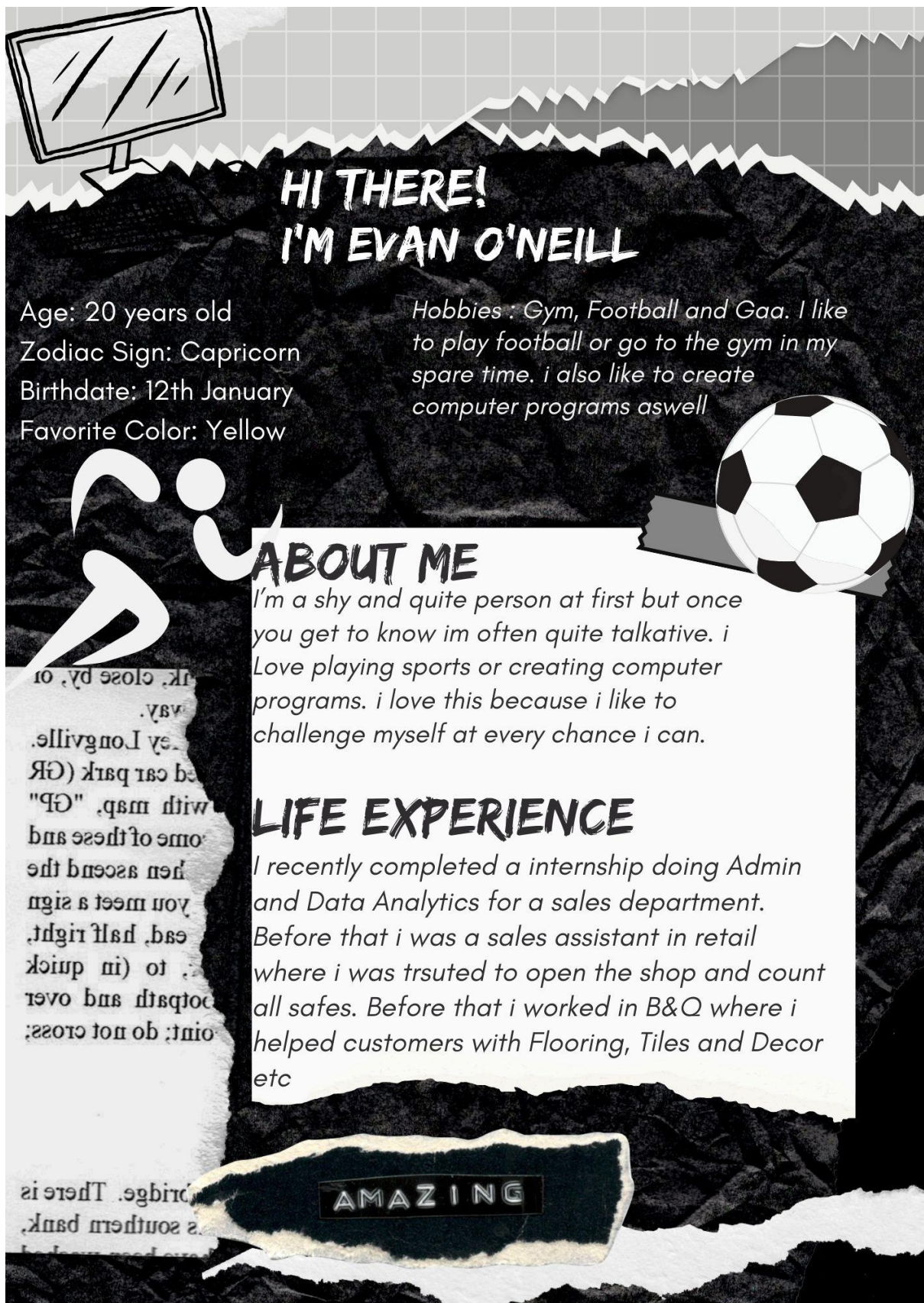
My Role here was to replenish stock and manage the front of shop era whilst helping customer. I was entrusted with the role of supervisor; with this I opened the shop and distributed jobs for the team.

Bunzl, Sales Data Admin

July 2023 – September 2023

My Role here was to Create, Validate and Distribute lists of potential customers for my department. I used data analytics and data entry skills to create and validate these lists. Whilst Distributing I organized with the team which lists will be given to whom.

5. Personal Profile



6. Susi Reflection



7. Excel Skills Audit

[illegible]

8. Written Reflection of Skills Audit

After completing my Skill audit I
Realised the many things to improve on
whilst also having many good skills. I found
that it is needed to improve the social aspect of
working as a team, I can do this by engaging
more with the team ~~with~~ with my ideas and energy.
One thing I am doing well is that my investigation
skills are good. This is useful when researching
for ideas.