DATE

Hiring Manager and Search Committee

ADDRESS

Dear Hiring Manager:

I am writing to apply for the job of Data Scientist, which I found through the services of LinkedIn. I take myself to be an excellent fit for this position. I just finished a Master’s degree in Applied Mathematics at the University of Washington where I worked on a wide variety of tasks, including standard and non-standard problems of predictive analytics and data visualization, using tools such as R and MATLAB. I have experience with multiple computing languages and platforms, including R, Python, C, UNIX, Git and GitHub, SageMathCloud, MS Office, LaTeX, and Prezi. I have also completed Springboard’s Foundations of Data Science Workshop, where I worked intensively with R, especially Hadley Wickham’s ggplot2 package. I produced a capstone project about finding a fuel-efficient car, including a report, a slide deck, and a code file, all of which can be found at <https://github.com/gadamico/Springboard>. I am also currently enrolled in Coursera’s Analytics Techniques for Business sequence, wherein I shall both learn about best business practices and A/B testing and develop advanced techniques in Excel, SQL, and Tableau.

The reality of working full-time while completing my graduate work demanded that I be a self-starter who could solve problems quickly. It was also imperative that I be able to manage multiple projects simultaneously and be extremely detail-oriented.

For example, while a lecturer at UC Davis, I was often called upon as an editor to go over technical manuscripts with a fine-toothed comb. In addition to spotting misspellings and grammatical mistakes, I also needed these talents when given the job of crafting the index to Henry Allison’s *Custom and Reason in Hume*. This was a full-length manuscript of philosophy, and I was charged with the task of producing a comprehensive index complete with cross-references and thematic groupings. I needed to use my eye for detail in noticing typos and spelling variations that a computer would overlook. My work was completed on time and the book was published in 2008.

I have many times thrown myself into new fast-paced environments and had to figure out how to adapt quickly. Part of being a self-starter is being able to know when you do not have all the answers and when you need help. When I started graduate school at UW in the fall of 2014, I had been out of school for several years and was unfamiliar with many of the tools, software, and interfaces that the department of applied mathematics comprised. And now here I was, signed up for Applied Mathematics 501. And so I dug in: I asked questions, I made good friends with the graduate program advisor, I joined online communities both internal and external (including both Facebook and professional organizations like the Society for Industrial and Applied Mathematics) and was able, after a short time, to thrive in my new environs, earning a 3.7 in that first course in vector calculus and complex variables.

COMPANY’s mission is a match for my own personal values and career objectives.

My resume is attached. I can be reached by phone at (530) 220-8669 and by email at damicogreg78@gmail.com; I would welcome the opportunity to meet with you to discuss my candidacy for this position further. Thank you very much for your consideration.

Sincerely,

Greg A. Damico

Lecturer, Bellevue College

M.A., Applied Mathematics, UW

Ph.D., Philosophy, UC Davis