**Khoi-Nguyen Tran**

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Date

Name

Title

Company Name

Address

City Location

Dear (Name): or; Dear Director of Human Resources:

As a highly effective Research Scientist with a proven history of success, I am honoured to present my skills and expertise to **(Company Name)**. I believe my history, professional acumen, and leadership skills align closely to the (**Position Title**) with your company.

With eight years of experience in the industry, I am a highly dependable and organized professional with the ability to drive organizational improvement and lead successful and high-achieving teams. Through sound decision making and leadership, I have aided past employers, including IBM Research Australia, Australian Federal Government, and The Australian National University, in achieving short- and long-range goals.

Over the course of my professional history, I have achieved the following career highlights:

* Proven expertise in Python R, Spark, Java, SQL, machine learning, deep learning, and natural language processing.
* Delivered exceptional work performance on Deep Learning Representations for Documents and earned Outstanding Technical Achievement Award (OTAA).
* Deft at text analytics, quantitative analysis, predictive modelling, cloud computing, and value addition.

Thank you for reviewing my submission, and if you have any questions about my professional history or qualifications, please contact me by phone or email. I look forward to hearing from you.

Sincerely,

Khoi-Nguyen Tran

Enclosure: Resume