Peter Zhang

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Dear \_\_\_\_,

I am writing you to express my interest in the \_\_\_\_\_ position at \_\_\_\_. I am an intended Computer Science and Economics undergraduate student at UC Berkeley with a passion for solving real world problems with quantitative approaches. I am confident that my technical experience and interpersonal skills will support the mission of \_\_\_\_.

In the summer of 2019, I worked at the National Institutes of Standards and Technology on a novel, “root-and-rule” approach to natural language processing. In addition to developing preprocessing tools to spell check corpora and log acronyms, I designed an experiment which showed that the root-and-rule approach improves the coherence and perplexity of topic models. The work taught me how to develop and document Python programs for use by others, while also exposing me to a variety of frameworks and languages. This past summer, I returned to NIST as a research assistant in the Applied Economics Office. For 8 weeks, I assisted the development of Edge$, an online cost-benefit analysis tool for helping communities evaluate disaster risk management investments. To guide users, I wrote a case study of wildfire-resistant retrofitting for a vulnerable community in California informed by a thorough literature review. I bug-tested the software and worked with reviewers to publish a 20-page user manual. The research and writing process improved my communication skills and attention to detail, which makes me an effective team member. Both experiences instilled in me the discipline to meet deadlines, the ability to adapt to new environments, and the initiative to seek innovative solutions.

Separately, I currently work as a part-time debate coach at the Bronx High School of Science. Each week, I prepare lessons and drills for a team of 30 students. So far,

My technical background enables me to contribute thorough and creative work in a timely manner. Meanwhile, my interpersonal skills Please feel free to reach me via phone (240-994-2204) or email ([petejzh@gmail.com](mailto:petejzh@gmail.com)). Thank you for your time and consideration. I look forward to hearing back.

Sincerely,

Peter Zhang