{{my\_name}}

{{today\_date}}

{{intro\_their\_name}},

I am writing to express my interest in the {{position\_name}} role at {{company\_name}}. I have extensive experience coding technical solutions to business problems, and an innate organizational drive and great communication skills—I’m as comfortable giving a presentation or managing a project as I analyzing data or building dashboards.

At Forward, I’ve worked to improve member retention with product offerings and changes. I identified our weight-management module as a particular point of success and led the drive to open that offering to all our members. I worked to increase the efficiency of our member-onboarding processes by streamlining our app’s sign-up phase; we were able to improve our retention metrics by making our intake process intuitive. I’ve seen how ‘small’ product changes can have large impacts on user behavior and business metrics, and I’d like to continue that work at {{company\_name}}.

At Worldgate, I managed business processes for several clients in the education sector. I was responsible for an equity project at the School District of Philadelphia, working as an outside consultant to analyze school admissions data by race, geography, and economic status, illustrating the ways in which they were not treating applicants equally. I worked to coordinate feedback and input from stakeholders, ensuring that all our partners had a voice in the changes we implemented.

I was also responsible for projecting and forecasting student enrollments for one of the largest districts in the country. My team and I inherited a legacy process that we rebuilt from scratch, merging disparate sources of GIS data, district records, and census information to predict enrollment patterns for the following year. Our projections were then used to drive staffing and budgeting processes that optimized teacher placement to prevent overcrowding—I’m proud to say that we were able to project enrollments for 300,000+ students with 95-97% accuracy.

I have lived abroad for many years, and my time serving in the Peace Corps is one of my happiest memories. I was assigned to a role in a remote village on the island of Savai’i, where I taught English literacy and constructed a computer lab in the village school. Most of my students had never used a computer before I came, many of them didn’t own a single book beyond the family bible.

I met with local chiefs, organized community-based fundraisers, and worked to drum up enthusiasm for our planned lab. My local counterpart was thrilled about the prospect; he thought that his school wouldn’t be in the 21st century until his students could type and use the internet. When I left, we had a lab stocked with twenty tablets and ten laptops, and an after-school computer club. {{second\_last\_paragraph\_final}}

I feel strongly that I could put my knowledge and abilities to good use as a member of your team. I’ve always put mission first at my roles: my time at Forward and Worldgate and my service in the Peace Corps allowed me to focus on making a difference. I’m similarly interested in and inspired by the work you’re doing at {{company\_name}}.

Thank you,

{{my\_name}}