**Preston Watts**

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Hiring Manager

Microsoft

Washington, DC

Dear Hiring Manager,

I am interested in the Business Analytics Specialist position at Microsoft. My education and experience have given me the intuition and technical skills required to be a valuable team member who can learn quickly. Also, my letter states that I reside in Baton Rouge, but I intend to relocate.

In my graduate studies and as a research associate at the Economics and Policy Research Group (EPRG), I acquired knowledge and skills I would use every day at Microsoft.

* **Research and Analysis:** During my time at EPRG, I gained experience manipulating and analyzing large data sets (over a million observations). With this data, I built revenue forecasts as well as evaluated them using hypothesis testing. In my master's in economics, I have refined these skills and gained a greater appreciation of the assumptions that underly any analysis.
* **Reporting and Presentation:** The concise and clear presentation of findings is just as important as all the underlying analysis supporting them. You must convey your results convincingly to the people who can make decisions with the information you provide. At EPRG, I gained experience compellingly explaining results through reports and slide decks on various topics ranging from forecasting revenue streams from oil and gas in the Gulf of Mexico to a literature review on the importance of early childhood education.
* **Collaboration:** This is the most valuable skill I have acquired, and I learned it through my time at EPRG and in my studies. At EPRG, I worked on a team answering complex questions that required us to brainstorm and to set strategies for how best to tackle projects. Also, my elective in graduate school included a case study component I found invaluable in teaching me to work with people of different backgrounds, as my group of five spanned four nationalities. Even more importantly, I encountered frictions in my team's productivity, which gave me experience in improving the cohesion among a diverse group of people.

Thank you for taking the time to review my application, and I would welcome the opportunity to learn more about Microsoft and the Business Analytics Specialist position.

Respectfully,

Preston Watts