



# Cover Letter

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Dear Michael Stoner

Please accept this letter and the attached resume as an indication of my sincere interest in the Advanced Campaigns/National Student Advertising Competition Position that you had forwarded on to me. I currently am enrolled at the University of Colorado Boulder, majoring in Informational Science and a minoring in business analytics and business innovation. Delivering top performance and driving high-quality analysis of data are what I do best. Whether challenged with a complex issue, or the need to manage multiple initiatives with competing demands at one time, my ability to lead projects and quickly analyze and solve problems provide me the ability to excel in every position that I have worked with high levels of performance.

Over the past three years, I have been taking courses that will benefit my career in Business Analytics. My major in Information Science and my minor in business analytics, have helped develop my skills in the field creatively, as well as giving me a better understanding and even advantage of the business side of the profession. Advanced research classes that I added to my course load have given me the chance to transfer my research from that of a student, to a professional. Computer Science courses too have provided insight to data analytics, machine learning, data visualization, and overall how to program computers to do what is needed.

Through my job experience, I have benefited from amassing skills that range from developing, executing, problem-solving, marketing, communication, and writing. Working at the Highlands Ranch Golf Club as a Line Cook has given me the skills necessary to problem solve on the spot and communicating to other workers. As a leasing assistant for American Campus Communities has allowed me to grow and learn quick troubleshooting, developing and executing events, and building relationships with current and future clients for the company. One of my greatest achievements as a leasing assistant is having the greatest amount of leases signed adding up to be over two million dollars in sales. I place a strong emphasis on building and leading high performing teams capable of delivering exceptional service. I enjoy leading teams to success in an environment that is collaborative and innovative.

I appreciate your time reviewing my cover letter and I would welcome the opportunity to discuss.

Kind Regards,  
Spencer Fairbairn