October 29, 2015

Dear Hiring Manager,

Please consider my application for the position available in your office. As a recent May 2015 graduate from the University of West Florida in Pensacola, I have earned a Bachelor’s degree in Mathematics & Statistics with a minor in Finance. I chose this major and minor because my career goal is to work in the Risk Analysis field. My long term goal is to be in Risk Management and I plan on obtaining my Master’s degree to pursue this opportunity in the future. I would be a great asset to your firm for my self-discipline, commitment, dedication, and determination. I maintained full employment throughout college to provide for myself while earning a 3.4 GPA. I worked as Trainer/Server for a multi-million dollar company for over 9 years. My commitment and determination in life surpasses most.

My upper-level college career has greatly prepared me for this position. Working with statistical software creates a very meticulous individual. Along with coding and programming massive amounts of data, I further analyzed research and presented conclusions to peers and administrators. I have further experience modeling Financial Mathematics using Probability concepts involving: assessing risk, expected returns, predicting future expected values, expected premiums, and survival rates. I dedicated my Proseminar senior project to understanding the fundamentals of Actuarial Mathematics and presented my work to the Mathematics Committee and President of UWF. Also working as a personal tutor gave me great experience with the ability to explain and demonstrate concepts in an easy to understand manner allowing those struggling the ability to succeed.

My resume includes documentation to support my cover letter as well as projects and work that have provided me experience. I am available for interview at your earliest convenience. Thank you for your time and consideration to my application.

Laura ‍‍Duncan

10429 Paisley Rd, Yukon, OK 73099 | (850)240-6948 | ldd9@students.uwf.edu | U.S citizen

Objective

* To obtain a position as a Risk Analyst

Education

Bachelor of science | 05-02-2015 | University of west fLorida

* Major: Mathematics and Statistics
* Minor: Finance
* Related Coursework: Applied Statistics with SAS, Biostatistics with SAS, Math Stats I and II, Advanced Calculus, Abstract Algebra, Managerial Finance, Principle and Theory of Managerial Finance, Investments, Markets & Institutions

Associates of arts | 05-06-2011 | Northwest florida state college

* Related Coursework: Programming C++, Calculus I, II, and III, Physics I and II with labs, American Sign Language I and II

Specialized Skills

* SAS research project to determine if a gender bias exists in mandatory state math exams from elementary to high school students. Complete analysis included conducting research, compiling data into SAS, and modeling data using a Two-Way ANOVA to reach a supported conclusion
* SAS research project predicting calories of cereals based on stated nutritional facts using Multiple Linear Regression. Complete analysis conducting research, compiling data in SAS, and analysis to create a reliable linear model
* Multiple projects using Excel for Financial Mathematics including historical returns, stock returns and beta, time value of money, and investments
* Senior Proseminar: Analysis of Actuarial Mathematics including Prezi presentation delivered to Mathematics Department, Committee Board, and President of the University

Experience

server | The crab trap | 02/2014-04/2015

* Providing courteous service in a timely manner under high temperature(outside) and high stress conditions
* Averaged $1400 in sales per night with a $15/person average averaged 30 hours per week

trainer | fudpuckers bar and grill | 04/2004-11/2013

* Trainer for a fast paced multi-million dollar establishment with capacity seating of 400
* Create and implement Training Program for serving and bartending staff as well hiring qualifications
* Responsible for leading, training, and checking out 20 servers nightly
* Responsible for front of the house duties and completeness of duties by staff
* Great experience helping everyone work together to achieve proper and efficient work flow
* Balancing banks, taking and organizing tips for employees
* Among leading a crew, I sold an average $1500 nightly with a $13/person average and averaged 30 hours per week