

Thuy Tran

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Hiring Manager
CIBC Head Office,
Human Resource Department,
Toronto, Ontario.

October 01, 2020

Re: Data Analyst #20755 2012498

Dear Sir or Madam:

Having read about CIBC vision to be leader client relationship, along with the supportive workplace culture, I was delighted to meet with number of CIBC professionals who confirmed that they enjoy most about working with CIBC is how CIBC creates a diverse, inclusive workplace, encourage employees to thrive and brings the best services to the clients, both personally and professionally. As I am an IT student who have great interest in the power of Data, I am very excited about the possibility to join CIBC in the position of Data Analyst as advertised on our university Campus Recruitment website.

In my previous position working as Clinic Manager, a new information management system has been developed while I was in charge , which takes full advantage of Google Mail, Google Calendar and Google Hangout. The system informed doctors and patients about their upcoming appointments. This has reduced the miss-appointment rate to 0% and met all the predetermined deadlines. I believe that my strive for innovation and taking initiatives will be advantageous to your organization if I am hired.

In my position as project coordinator for Maple Leaf Vietnam, I have developed extensive project management skills by assisting management team with research to successfully identify suitable stream for each immigrant candidate, keep track of the list of required documents, and communicate with clients to keep them posted about the project progress. Seeing as CIBC is seeking candidates who are proficient with project management, my experience in this role has prepared me to take on this responsibility with confidence.

In addition to my experience in different industries, I am graduating from Information Technology Honours Bachelor Degree Program at York University. Our main courses focus on developing understanding about Statistics, Database Design, Data Analytics and familiarize myself with different Data Analysis programming languages such as Python, MATLAB, and R. I have participated in different Data Science Projects focusing on Data Analysis, Data visualization, Data Automation, Data Modeling to tell story about the data or to make future predictions. My ability to code and perform data analysis would make me a perfect fit for the data analyst role at CIBC.

As a result of my academic and professional experiences, I have gained the required skill set for the role of Data Analyst. I am looking forwards to hearing from you about my suitability for this position. I can be reached at 416 417 2041 or thuytr@my.yorku.ca. Thank you!

Sincerely yours,
Thuy Tran.