

Vincenty (Vince) Front

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Date

Organization

Street Address

City, ST, Country

Dear Hiring Manager,

I was excited to learn about the Data Analyst position being offered by your organization. I am a UCLA graduate with a B.S. in Statistics and Data Science looking for a full-time position. I am an extremely organized, detail-oriented, and outstanding teammate looking to use my skills to make a real difference at my future job. I believe that working as a part of your organization will further my growth as an individual, allow me to contribute my skills to deliver your organization more success, and positively impact the people I will be working alongside.

I have a great deal of experience both leading and working on data analysis projects that involve working in a team and collaborating with other teams. I worked as a data analyst at the Data Science Union at UCLA for over two years. I was a part of several projects there which involved using Microsoft Excel (including Macros and VBA), R, and Python to manipulate data, create dashboards and visualizations, and perform modeling and statistical analysis. I also was employed by the UCLA Library Data Science Center as a project manager and consultant for a data science consulting team assisting UCLA researchers. I created dashboards and automated reports that involved researching organizational business trends to find ways to improve our customer service and outreach. Conducting analysis that is organized, clear for non-technical audiences, reproducible, and done with integrity is essential to my working style.

Working with real-world data means much more to me than looking at spreadsheet or programming in statistical software tools. For me, it is about contributing to a successful and reputable organization that makes a difference in the world. Preparing and properly maintaining data to help bring about solutions to complex real-world problems is exactly what I want in a full-time position. And I know the importance of human connection and empathy while working on teams and with clients. Approaching my work and teammates with pride and positivity makes all the difference. Working for your organization is the perfect opportunity to use my skills to contribute to an exceptional organization and make a difference.

I know that I can put my whole self into this work. Please find attached my resume. Thank you for your consideration.

Sincerely,



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