

Vincenty (Vince) Front

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Date

Organization

Street Address

City, ST, Country

Dear Hiring Manager,

I am very 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 with over three years of experience in the field of data science. I am skilled at data cleaning, visualization, making interactive dashboards, machine learning, and presenting findings to stakeholders. But most of all, I love people and want to make a difference at my job. Working as a part of your organization lines up perfectly with both my and your organization's goals.

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, using data analysis to help clients make informed business decisions. 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 helped double the number of incoming clientele by creating 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.

But the main reason why I stand out and can make real contributions to your organization is that I have a deep passion for the work you are doing. What good are my passions if they can't be used to help organizations and communities larger than myself? Using data analysis as my medium to make an impact or tell a story 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,

Vincenty (Vince) Front