

[FIRM]
[ADDRESS]
Washington, DC 20007

April 28, 2017

Dear Sir or Madam:

I am writing in application to the position of Data Reporting Assistant that I learned of through the [REDACTED] website. In May 2016, I earned my Master of Arts in Measurement, Statistics & Evaluation from the University of [REDACTED], [REDACTED], and have built deep professional knowledge of data design, data analysis, and effective communication of results and interpretations as a consultant and researcher at the University of [REDACTED] and [REDACTED] Consulting. My interest in this position stems from the unique opportunity it presents to contribute to the implementation of the next generation of paper and online reporting tools. Several of my experiences, detailed below, have made me an excellent fit for this position.

In my current role as an Associate Researcher at [REDACTED] Consulting, I have worked on projects for the U.S. Department of Education, the U.S. Department of Commerce, the Centers for Disease Control and Prevention, and the U.S. Department of Health and Human Services, among others. These engagements involved updating and maintaining databases; cataloguing statistical products; conducting quantitative data analyses; and designing and conducting surveys and controlled experiments. All of these projects required close collaboration and frequent communication not only with fellow researchers, but also with federal, state, and local government agency clients.

Since January 2016, I have been a Research Assistant for the [REDACTED] Program in [REDACTED] at the University of [REDACTED]. I am engaged in research using complex survey designs focused on health disparity measurements, and primarily use R for derivations and programming simulations. Prior to joining the [REDACTED] Program in [REDACTED], I served as a Statistical Consultant for a campus-wide initiative to foster and embrace diversity. My work entailed collecting survey data and performing statistical tests, such as ANOVA, using Excel, R, and SPSS, and meeting with other members of the initiative committee to present statistical results.

The experiences outlined above prepared me well for this role. I am excited about the possibility of joining the [REDACTED], and would welcome the opportunity to speak with you in greater depth about my qualifications. I may be reached at your convenience by phone at [REDACTED] or by email at [REDACTED]. Thank you for your time and kind consideration, and I look forward to hearing from you soon.

Sincerely,

[REDACTED]

Enclosure