DATA ANALYST SAMPLE

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April 21, 2025

Human Resources Director
[Company Name]
[Street Address]
[City, State, Zip Code]

Dear [First Name Last Name],

After speaking with George Washington Data Science alum [insert name] about the [insert position name] position at [insert company], I am eager to submit my application for the role. Throughout my graduate studies and project work, I've focused on using statistical modeling, data management, and financial data analysis to uncover patterns and improve the clarity of financial reporting. I believe this kind of analytical precision is central to supporting client reporting, forecasting, and operational efficiency in financial environments like yours.

In a project analyzing five years of S&P 500 data, I used SQL and Python to explore volatility trends, calculating rolling standard deviations and sector-level performance metrics. I then developed visual summaries that allowed viewers to quickly assess performance shifts across sectors, skills directly applicable to the investment and research work your analysts support.

I built an automated Tableau dashboard that visualized loan application patterns using data on applicant credit scores, income brackets, and geographic location. The dashboard allowed users to filter and compare approval rates by key demographics, similar to how your analysts may monitor credit risk or customer segmentation in consumer lending portfolios.

Working with real-world LendingClub data, I developed a logistic regression model to estimate the probability of loan default, incorporating variables such as debt-to-income ratio and payment history. I presented the model and results to a mixed audience of data and non-data professionals, a skill that aligns with the need to clearly explain analytical findings to stakeholders across departments.

I look forward to the opportunity to support [Company Name]'s data team in projects ranging from financial forecasting to performance monitoring. Thank you for your time and consideration.

Sincerely,

[Your First and Last Name]