300 Washington Ave
Chestertown, MD 21620

January 1, 2014

Robert Johnson
U.S. Department of State
4000 Gold Plate Road
Washington, DC 20000

Dear Mr. Johnson,

I am writing to express my interest in a full-time Research Analyst position in the Statistical Analysis division of the U.S. Department of State. I learned about this opportunity through Mary Jane Austin, a current Board of Governors member at Washington College. I am interested in applying because I enjoy analyzing and working with data and I believe that this position would provide me the opportunity to do so.

The skills I have acquired while majoring in Mathematics and Computer Science at Washington College have prepared me to be an excellent candidate for an Analyst position. I have completed all of the available Calculus classes at Washington College, which include Differential Calculus, Integral Calculus and Multi-Variable Calculus. I have also taken Statistics and Numerical Analysis, which require extensive high-level math and problem solving and this should strengthen me as a candidate for any position requiring data analysis skills. The U.S. Department of State handles important statistical information that helps our Government manage operations and plan for the future. With that broader vision in mind, I believe my skills and ethical decision making make me a strong candidate for your department.

Additionally, I had the opportunity to work as an intern last summer at the Computer Science Corporation in Boston, MA. As a Data Analysis intern in the division of Metrics and Analytical Reporting, I was charged with assisting with a large government contract related to mining and fracking in the western United States. In this role, I was directly responsible for maintaining and updating databases containing sensitive information, using SQL, Access and Excel. This experience taught me the importance of confidentiality and I was required to report on trends in the data on a weekly basis. At the conclusion of my internship, I conducted a presentation to all senior staff members on my findings throughout the summer and they immediately implemented and continue to utilize one of my cost-saving recommendations.

An opportunity at the U.S. Department of State would be an excellent experience for me to start my career. I have attached my resume and if you need any more information please feel free to contact me by phone at 555-555-5555 or email 12345jds@gmail.com.

Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

John Doe Smith