

Easton Binder

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March 2, 2016

Dear Hiring Manager, (or a specific name if you have it)

With the utmost enthusiasm, I would like to express my interest in the Project Coordinator position at the Union Square Business Improvement District. My interest in marketing and my passion for urban planning make me an ideal candidate. As a result of my rigorous education at Carnegie Mellon University (CMU), I developed exceptional communication and administrative skills that contribute to my success and advancement in a position such as this.

As a candidate, here's what I could immediately bring to the table:

An effective communicator: In my previous role as the Information Desk Attendant at the University Center at CMU, I interacted with over 100 campus visitors each day. I primarily assisted guests by answering questions, managing the phones, and responding to the general email inbox. Additionally, I assisted with all of the office's social media accounts (Facebook, Twitter, and Instagram) and all major communications to their full-time staff.

A disciplined project manager: As the Assistant Events Coordinator of the Undergraduate Marketing Organization, I supported the Director of Events with the planning and execution of our organization's 12 annual events. Most recently, I organized our annual alumni fundraiser, in which I managed the travel plans and visitation for over 42 alumni to campus. As a result of the robust alumni attendance, the organization raised over \$4,300 for cancer research.

A passionate community advocate: My driving motivation comes from my passion for community development. As I volunteer for the Sprout Fund, I assist the organization in supporting innovative ideas that are catalyzing change in Pittsburgh, and making the community a better place to live, work, and play. Although my strengths and skills include marketing, project management, and completing administrative tasks, I strive to work for an organization that makes a difference in their community.

I look forward to contributing my skills and experiences to the Project Coordinator position at the Union Square Business Improvement District and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,
Easton Binder

March 2, 2016

Dear Hiring Manager,

I am a sophomore Economics and Statistics major at Carnegie Mellon University, and I am interested in applying data analytics concepts to the business world. I am writing to apply for the Quantitative Internship at Tudor Investment Corporation, which I found through TartanTRAK, our university recruiting website.

Your internship program, which works to combine both qualitative analysis and investment management, resonates greatly with my background. Through my major, I have been utilizing data to run several types of cost-benefit analyses. Additionally, my major requires me to conduct extensive research on varied social science topics and produce succinct yet informative summaries. As a result, my research and writing skills have grown dramatically at CMU.

I have experience working in both leadership and team positions. Recently, I competed in the Johnson & Johnson IT Case Competition with four teammates. Although I am not majoring in a technical field, I knew challenging myself to participate would be beneficial. We were tasked with developing and presenting an innovative solution to Social Listening. Our solution implemented several different data analytic strategies which aligned nicely with my interest in data's growing role in business. Because this event was held over the weekend, it further developed my ability to research and present information in a time-sensitive setting. Our team worked very effectively, and we placed third in the competition.

Being adaptable and learning quickly are two traits that I value and possess. For instance, in a few of my classes we have been learning how to use R-Studio for data mining. We have been working with data ranging from batting averages in baseball to the housing market. On a number of occasions, we had to utilize different coding techniques that were not covered during class. I had to push myself to quickly learn these skills in order to meet the deadlines.

I am confident that I would be a good fit for the Quantitative Internship, and I would love to tell you more about myself in an interview. You can reach me at xxx@cmu.edu or (555) 123-4567. I look forward to hearing from you.

Best,
Sally Second-Year