## JOB DESCRIPTION SAMPLE #2

This internship is an excellent opportunity for someone interested in data analysis and in developing his or her analysis planning, data reporting and statistical software programming skills. The internship is also a great opportunity to gain insight into the operations of a high-performing managment organization.

**Responsibilities of the Summer Data Analyst will include but are not limited to:**
- Collect, clean and process assessment data received in raw form from departments to fuel the team's summer analysis and reporting projects
- Work with the Data Analysts to produce the highly anticipated annual network analysis
- Communicate directly with department heads around key summer readiness workflows
- Conduct key quality control processes to ensure that team output is 100% accurate
- Engage in self-driven data analysis to deeply explore a chosen research topic for a capstone project presented to the team

**Skills and Characteristics:**
- Developing technical skills including proficiency with Microsoft Excel required
- **❶** Experience with statistical and reporting software (Stata, R, SPSS, SAS, Tableau etc.) preferred
- Experience manipulating large datasets and working with raw, unclean data preferred
- **❷** Superior written and oral communications skills
- Demonstrated team player
- **❸** Able to take direction and work independently, creatively, and efficiently
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude

## SHORT COVER LETTER SAMPLE #2

### Andrew Resnik

123 Main Street • Montclair, NJ 07028
aresnik@cmu.edu • 201-123-4567

March 7, 20xx

Ms. Shareen Johnson
Acme Analytics, Inc.

Dear Ms. Johnson, [Dear Recruiter or Dear Hiring Manager if you don't have a specific name]

I am excited to apply for the 20xx Summer Mechanical Engineer Intern role with Acme Analytics. As a sophomore Mechanical Engineering major at Carnegie Mellon University, I can offer Acme the following:

**❶** • **Experience manipulating large data sets using statistical software:** In my statistical Reasoning and Practice class, I used SPSS to conduct analysis of market research of a major retailer's customer loyalty program, where I had to validate the data through a series of verification tests for a data set of more that 100,000 customers.

**❷** • **Superior communication skills:** As a member of the CMU Student Senate, I have developed my written and oral communication skills by drafting proposals that clearly and concisely summarize the main issues and advocate my position to senior administration officials.

**❸** • **Strong work ethic and ability to work independently:** In order to train for the upcoming Pittsburgh Marathon, I have had to commit myself to a rigorous training schedule, while holding myself accountable for maintaining high academic performance.

I welcome the opportunity to discuss the my qualifications, outlined in the attached resume, and how I could help Acme's mission in providing superior analysis consulting to high performing organizations. Thank you for your time and consideration.

Sincerely,

Andrew Resnik