

Elizabeth Tran

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Natalia Keith

Senior Hiring Manager
ACLU of Florida
(890) 123-4567
n.keith@youreemail.com

Dear Ms. Keith,

Being selected as my company's data spokesperson to further the public's understanding of civil liberties issues through accessible statistical information was my proudest career achievement to date. My clear explanations and infographics increased engagement and activism by 43% in 2020. I hope to leverage my talent for elucidating data as a Lead Analyst at the ACLU of Florida.

As a seasoned analyst with more than eight years of experience in the sector, ACLU's mission to promote civil rights for Florida residents appeals to me. I believe that data can be instrumental in raising awareness and deepening understanding of these important issues. My recent achievements include:

- Spearheading a data solutions project that played a critical role in forming state policy on offender rehabilitation
- Leading a large team to develop a tracking tool to monitor the occurrence of hate crimes against immigrant populations
- Devising and delivering a staff training program to increase understanding of data verification and trend identification

I would like to set up an interview to discuss how my detailed knowledge of data analysis techniques and inspirational leadership can help ACLU continue to improve the Florida community's lives and opportunities. I am available at your convenience.

Sincerely,

(Insert Signature Here)

Elizabeth Tran

P.S. I would like to explain how I increased processing accuracy by 65% last year.