

# Justin Stewart

Research Assistant  
2367 Sage St., Portland, OR 97267  
jstewart@youremail.com  
(503) 555-1895

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**David Greene**

Critical Learning Institute  
(503) 555-9924  
davidgreene@cli.com  
HR Manager

Dear Mr. Greene,

One of my top achievements in 2020 was streamlining needs assessment data in order to launch a new adaptive learning platform and increase enrollment by 60%. As a Research Assistant at Aspiring Minds, I understand how well executed Agile methodologies ensure an optimal learning experience. I believe similar results could be achieved at the Critical Learning Institute if I were chosen as your new Research Assistant.

Your organization has been in the forefront of STEM focused education. For over seven years, I have led our research team to develop STEM competency requirements, quality control procedures, and curriculum reviews. Some of my recent accomplishments include:

- Leadership: Team leader who spearheaded the creation of a statistical data library to improve reading and writing testing methods for K-12 students
- Recognition: Published 20 articles in Social Science Research, and received several accolades from peers regarding quantitative methods for integrative learning
- Coordination: Managed survey rollout for CSLEE conference in 2021

I look forward to discussing how my complex problem-solving, critical thinking, and writing skills would be beneficial for your company. Feel free to contact me at your convenience to schedule an interview.

Best regards,

*(Insert Signature Here)*

**Justin Stewart**

P.S. – It would be great to tell you how reorganizing our strategic data projects fast-tracked our entrepreneurial spirit program.