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# Example of Survey Assistant Cover Letter

635 Renner Spurs  
Velvaburgh, CO 75614

**Dear Max Kemmer,**

I would like to submit my application for the survey assistant opening. Please accept this letter and the attached resume.

Previously, I was responsible for input on cognitive interview protocols to improve survey items and assist with developing and piloting survey items in REDCap and Qualtrics.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Proven accurate HOMS, other data entry, and double data entry skills
* Strong critical reasoning and writing skills
* Experience with Voxco data collection platform
* Attention to detail and focus on quality products
* Experience with online research, efficiently assessing and analyzing the resulting information
* Experience with data analysis software preferred (e.g., Excel, Access, SAS, Stata, SPSS, or R)
* Strong proficiency with MS Office software including some proficiency with MS Access preferred
* Some knowledge of French would be an asset

**I really appreciate you taking the time to review my application for the position of survey assistant.**

Sincerely,

Drew Kuhic