

# Institutional Research Analyst Cover Letter

876 Eugena SpringNew Mohamedberg, IL 96998

**Dear Bellamy Schroeder,**

I would like to submit my application for the institutional research analyst opening. Please accept this letter and the attached resume.

Previously, I was responsible for assistance with both data management tasks and qualitative work analysis, including data extraction/collection, dataset assembly, data cleaning, transcribing and coding.

My experience is an excellent fit for the list of requirements in this job:

- Proficiency with Cognos
- Proficiency with Banner
- Proficiency with SPSS
- Experience with Microsoft Power BI and Power tools, including SharePoint and cloud-based integration, SQL Server Analysis Services, and SQL Server Reporting Services
- Experience with higher education information systems (e.g., Banner)
- Skills in a statistical software packages such as MATLAB, SAS, SPSS, or R
- Database build and maintenance expertise
- Basic knowledge and experience using and applying analytical software, database management system software, database reporting software, database user interface and query software, and data mining software

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Drew Zemplak