

Institutional Research Analyst Cover Letter

8363 Orn Centers Ezramouth, NV 88512-6167

Dear Alexis Mayer,

In response to your job posting for institutional research analyst, I am including this letter and my resume for your review.

Previously, I was responsible for program-level direction to study coordinators on the development of protocols, SOP/MOPs, data collection procedures, clinical and data quality management plans, data collection instruments, and training materials.

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

- Proficient in a business intelligence software such as Tableau, and/or a statistical software such as SPSS, SAS, or R
- Work under limited supervision and follow through on assignments
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture and work products
- Present effectively a wide-range of data visually for diverse audiences
- Proficiency in Microsoft Office Suite and other applications software
- Knowledge and experience in writing queries and functions in SQL
- Experience with Ellucian Banner or similar higher education data information system
- Working knowledge of descriptive and basic inferential statistics

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

Sincerely,

Justice Schulist