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Pittsburgh Initiative to Reduce Crime (PIRC)
Center on Race and Social Problems
University of Pittsburgh
2001 Cathedral of Learning
Pittsburgh, PA 15260

Dear Hiring Manager:

I learned about your need for a Research Assistant (Job No. 1234) from PittSource and I am very interested in this opportunity. My background and former work experience have prepared me well for this position, providing me with both the skills and passion needed for this kind of work.

You will find in the enclosed resume that I am currently an MS candidate in the Department of Biostatistics at the University of Pittsburgh, and prior to that I received my Bachelor of Science in Nursing, magna cum laude from Indiana University in Bloomington, Indiana.

As a biostatistics student I have extensive experience working with statistical packages such as SAS and SPSS to perform numerous statistical procedures and produce data reports. My education has also given me one and a half years' experience in community/volunteer work, data management/analysis, and investigation/reporting. My positions during my undergraduate degree as an organizer, document manager, and social practicum leader, have also given me the tools needed to succeed at the Pittsburgh Initiative to Reduce Crime.

I am eager to become involved with the Pittsburgh Initiative to Reduce Crime and would appreciate the opportunity to meet with you in person to further discuss this position, please contact me regarding my application at your earliest convenience. I can be reached at 412-123-4567 or email shawnstudent@pitt.edu.

Thank you for your time and consideration.

Sincerely,

Shawn Student