

Jordan Ellis

January 16, 2026

Acme Corporation

RE: Entry Level Government Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Government Analyst position at Acme Corporation, as advertised on your careers page. With a strong academic background in public policy and practical experience in data analysis, I am eager to contribute to your team and support the vital work of government agencies in making informed decisions.

During my internship at the City Planning Department, I was responsible for analyzing community survey data to assess public sentiment on proposed urban development projects. By employing statistical software, I produced a comprehensive report that highlighted key trends and recommendations, which was presented to city officials and influenced their decision-making process. Additionally, I collaborated with a team to create a dashboard that visualized various socio-economic indicators, making complex data accessible to non-technical stakeholders. This experience honed my skills in data presentation and stakeholder engagement, which are essential for an analyst role.

Moreover, I recently completed a capstone project focused on evaluating the effectiveness of government programs aimed at improving local workforce development. In this project, I utilized both qualitative and quantitative research methods to assess program outcomes and proposed actionable recommendations based on my findings. This hands-on experience has equipped me with a solid understanding of policy analysis and the ability to think critically about the implications of government initiatives.

I am enthusiastic about the opportunity to bring my analytical skills and passion for public service to Acme Corporation. I look forward to the possibility of discussing how my background aligns with your needs and how I can contribute to your team. Thank you for considering my application.

Sincerely,

Jordan Ellis