

Jordan A. Smith

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Acme Corporation

RE: Entry Level Intelligence Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Intelligence Analyst position at Acme Corporation, which I discovered on your careers page. With a strong academic background in international relations and a passion for data analysis, I am excited about the opportunity to contribute to your team's efforts in providing actionable intelligence and strategic insights.

During my internship with the Department of Homeland Security, I was tasked with analyzing open-source data to identify emerging threats. This experience honed my analytical skills and taught me how to distill complex information into clear, concise reports for senior officials. Additionally, I led a team project that focused on developing a risk assessment model using historical threat data. Our model was implemented in a training program for new analysts, and I received recognition from my supervisor for my initiative and leadership.

Moreover, I have a strong proficiency in various analytical software, including Python and Tableau, which I utilized during my capstone project at university. I analyzed geopolitical events and presented my findings at a national conference, where my work was commended for its depth and relevance. I believe these experiences have equipped me with the practical skills necessary for the Entry Level Intelligence Analyst role.

I am eager to bring my background in intelligence analysis and my commitment to excellence to Acme Corporation. I look forward to the possibility of discussing my application further and thank you for considering my candidacy.

Sincerely,

Jordan A. Smith