

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Government Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Government Analyst position at Acme Corporation, as advertised on your careers page. With a strong interest in public policy and data analysis, I am eager to contribute my skills and passion for research to your team.

During my time at university, I completed a capstone project analyzing the impact of local government policies on community health outcomes. This experience honed my analytical skills and deepened my understanding of how data-driven decisions can improve public services. Additionally, I served as a research assistant, where I collaborated with a faculty member to gather and analyze data on education reform initiatives, resulting in a presentation that was well-received at a regional conference. These experiences have equipped me with a foundational understanding of governmental structures and the importance of evidence-based analysis.

I am particularly drawn to this role at Acme Corporation because of your commitment to utilizing data to enhance government effectiveness. I am excited about the opportunity to learn from experienced professionals while contributing my analytical skills, strong attention to detail, and commitment to public service. I am eager to discuss how my background and enthusiasm align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can contribute to the important work at Acme Corporation.

Sincerely,

Jordan Smith