

Justin Stewart

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David Greene

Critical Learning Institute
(503) 555-9924
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HR Manager

Dear Mr. Greene,

One of my top achievements in 2020 was streamlining needs assessment data in order to launch a new adaptive learning platform and increase enrollment by 60%. As a Research Assistant at Aspiring Minds, I understand how well executed Agile methodologies ensure an optimal learning experience. I believe similar results could be achieved at the Critical Learning Institute if I were chosen as your new Research Assistant.

Your organization has been at the forefront of science, technology, engineering, and mathematics (STEM)-focused education. For over seven years, I have led our research team to develop STEM competency requirements, quality control procedures, and curriculum reviews. Some of my recent accomplishments include:

- Managed survey rollout for Consortium for the Study of Leadership and Ethics in Education (CSLEE) conference in 2021
- Led the creation of a statistical data library to improve reading and writing testing methods for K-12 students
- Published 20 articles in Social Science Research and received several accolades from peers regarding quantitative methods for integrative learning

I look forward to discussing how my critical thinking and writing skills would benefit your company. Feel free to contact me at your convenience to schedule an interview. Thank you very much for your time and consideration.

Best regards,

(Insert Signature Here)

Justin Stewart