

# Elizabeth Tran

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**Natalia Keith**  
**ACLU of Florida**  
**123 Your Street,**  
**Houston, TX 12345**  
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[month, day, year]

Dear Ms. Keith:

Recently, I was selected as my company's data spokesperson to support public understanding of civil liberties issues. My clear explanations and infographics increased engagement and activism by 43% in 2023. I now hope to apply my talent for clarifying data as a lead analyst at the ACLU of Florida.

As a seasoned analyst with more than eight years of experience in the sector, I'm drawn to ACLU's mission to promote civil rights for Florida residents. I believe data is key to raising awareness of these important issues. My recent achievements also include:

- Spearheading a data solutions project that influenced state policy on offender rehabilitation
- Leading a large team to develop a tool for tracking the occurrence of hate crimes against immigrant populations
- Creating a training program that improved staff members' grasp of data verification and trend identification

I would love to discuss how my leadership and data analysis skills can help ACLU improve lives and opportunities in Florida. Please call or email me to schedule an interview. I appreciate your time and look forward to possibly hearing from you soon.

Sincerely,

Elizabeth Tran