Data Science Analyst
Aetna- Hartford, CT 06156

POSITION SUMMARY
Participates in the development, validation and delivery of algorithms, statistical models and reporting tools. Solves moderately complex analytical problems.

Fundamental Components:

- **Develops, validates and executes algorithms** and **predictive models** to investigate problems, detect patterns and recommend solutions.
- Explores, examines and **interprets large volumes of data** in various forms.
- Performs analyses of structured and unstructured data to solve moderately complex business problems, utilizing **advanced statistical techniques** and mathematical analyses.
- Develops data structures and pipelines to **organize, collect and standardize data** that helps generate insights and addresses reporting needs.
- Uses **data visualization techniques** to effectively communicate analytical results and support business decisions.
- Creates and evaluates the data needs of assigned projects and assures the integrity of the data.
- Explores existing data and recommends additional sources of data for improvements.
- Documents projects including business objectives, data gathering and processing, detailed set of results and analytical metrics.

BACKGROUND/EXPERIENCE desired:

- **1 - 3 years of relevant programming or analytic experience.**
- Prior experience using either; Tableau, R or PowerBI.
- Ability to work with large data sets from multiple data sources.
- Demonstrates proficiency in several areas of data modeling, machine learning **algorithms**, **statistical analysis**, data engineering and data visualization.
- Demonstrates good **written and verbal communication** skills. Able to present information to various audiences.
- Candidate will be based in our Hartford, CT office.

EDUCATION
The highest level of education desired for candidates in this position is a Bachelor's degree or equivalent experience.

ADDITIONAL JOB INFORMATION
Aetna is about more than just doing a job. This is our opportunity to re-shape healthcare for America and across the globe. We are developing solutions to improve the quality and affordability of healthcare. What we do will benefit generations to come.
We care about each other, our customers and our communities. We are inspired to make a difference, and we are committed to integrity and excellence.

Together we will empower people to live healthier lives.

Aetna is an equal opportunity & affirmative action employer. All qualified applicants will receive consideration for employment regardless of personal characteristics or status. We take affirmative action to recruit, select and develop women, people of color, veterans and individuals with disabilities.

We are a company built on excellence. We have a culture that values growth, achievement and diversity and a workplace where your voice can be heard.

Benefit eligibility may vary by position. Click here to review the benefits associated with this position.

Aetna takes our candidate’s data privacy seriously. At no time will any Aetna recruiter or employee request any financial or personal information (Social Security Number, Credit card information for direct deposit, etc.) from you via e-mail. Any requests for information will be discussed prior and will be conducted through a secure website provided by the recruiter. Should you be asked for such information, please notify us immediately.
July 10, 20XX

Hiring Manager
Aetna Inc.
151 Farmington Avenue
Hartford, CT 06156

Dear Hiring Manager:

In response to your recent posting on Indeed.com, I am writing to apply for the Data Science Analyst position at Aetna, Inc. This position interested me because of Aetna’s commitment to providing excellent service to their clients and improving the affordability of healthcare. My strong problem solving skills, experience in algorithm development, and familiarity with data consultation would assist me in addressing Aetna’s specific company needs as an effective member of the data analysis team.

During my time as a research assistant at the Connecticut State Data Center, I developed an algorithm using R to help characterize and rank Connecticut municipalities based on demographic data, including level of education, income, and political party affiliation. I learned to write an algorithm appropriate for my research question during this experience, and to validate its performance in reporting data. For my Master’s thesis, I explored correlations in economic recessions using multivariable analysis in Tableau, and used Microsoft Excel to visually represent these findings. I am excited by the opportunity to continue to develop algorithms and explore data patterns with software at Aetna and look forward to applying my skills to assist in evaluating and improving the quality and accessibility of Aetna’s healthcare services.

My consultation and problem solving skills would also be an asset to Aetna’s team. During my time as a statistics consultant at the University of Connecticut’s Statistics Consulting Services, provided guidance to students, faculty and staff on statistical problems that emerged during research development, implementation, and analysis. My clients varied in their level of statistical analysis, which enabled me to learn to present feedback in a way that was clear to each individual in order to accurately address their research question or issue. I adapted my services based on my clients’ level of knowledge, department, and software utilized, and presented solutions to their problems with data accordingly. These skills would be valuable in communicating the analytical results of Aetna’s projects and presenting these results to a variety of audiences.

I look forward to speaking more about my experiences and how they can be applied to the problem solving, development, and communication aspects of the Data Science Analyst position. Please feel free to contact me using the information stated above with any questions.

Sincerely,

First Name Last Name

First Name Last Name
First Name Last Name

123 Street Name, City/Town, ST 01234 | 555-555-5555
first.lastname@uconn.edu | linkedin.com/in/firstnamelastname

Education

University of Connecticut, Storrs, CT
Master of Science, Statistics, May 20XX
GPA: X.XX/4.00

Bachelor of Science, Economics & Geography, May 20XX
GPA: X.XX/4.00
Honors: St. Andrew’s Society of Connecticut Scholarship, 20XX

University of Leeds, Leeds, UK
Study Abroad, May 20XX-July 20XX

Technical Skills

Operating Systems: Windows, iOS, Linux
Microsoft Office: Microsoft Word, Excel, PowerPoint
Google Cloud-Based: Drive, Sheets, Sites
Statistics: Tableau, SAS, SPSS, R
Visualization: JavaScript; Leaflet, HTML, CSS

Related Experience

Connecticut State Data Center and University of Connecticut (UConn) Libraries Map, Storrs, CT
Research Assistant, October 20XX – Present
• Organize data from five State and Federal databases to help characterize and rank Connecticut municipalities for future statistical use by education levels, income, and other demographic data
• Analyze town-by-town voting records for participation rates and party affiliations to assist in establishing demographic data
• Create graphs and visual representations for data dissemination using Microsoft Excel

Statistics Consulting Services, UConn, Storrs, CT
Consultant, August 20XX – May 20XX
• Provided statistical counseling to approximately twenty-five faculty, students, and non-UConn clients to promote applied statistical learning and research development
• Conducted one-on-one and group sessions for statistical collaboration in research studies by giving feedback on research proposals, data analysis, and interpretation

Academic Projects

Master’s Thesis, UConn, Storrs, CT, Economic Recession Comparison August 20XX – December 20XX
• Developed a comparison of 2001 and 2007 economic recessions utilizing Tableau software to conduct multivariable analysis of recession lengths, employment levels, correlations, and additional variables
• Created a PowerPoint presentation and presented results to department faculty as a culmination of the thesis

Economics and Geography Class Projects, University of Leeds, Leeds, UK August 20XX – July 20XX
• Performed econometric regression analysis of factors influencing University of Leeds’ student dining hall selections using multiple linear regression using R in freeware

The skills section is particularly important for this position, which requires advanced statistical techniques and a knowledge of relevant software (specifically, R and Tableau). Including it at the top of the resume highlights for the reader that the applicant has the requisite abilities.

Here, the student showcases their applied experience in data visualization, which is a main job function according to the posting.

This position demonstrates the applicant’s verbal communication skills by showing that not only do they have experience in data analysis and statistics, but also that they are able to effectively relay those techniques to others.

These projects show where the student gained knowledge and experience with the various software mentioned in their skills section. Also shown is their writing ability.
• Developed an interactive web map of worldwide rare earth mineral mining patterns using HTML, CSS, JavaScript, ArcMap and Leaflet