Jonathan Nicholson

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MM/DD/YYYY

To the Hiring Manager,

I had seen that your company had posted several openings for a JOB TITLEon your company website and thought to apply. After reviewing the basic qualifications section, I believe I may be a good fit and valuable addition to your organization.

If I had to describe myself, I would say I am a dedicated and ethical professional with a strong academic foundation. Currently, I am pursuing a master’s degree in accounting after earning advanced degrees in business administration and healthcare management. I like to think this pursuit of continued education reflects my commitment to staying ahead of industry trends and the constantly evolving business world. Over the course of my career and professional life, I would like to think that I’ve developed a diverse skill set, and I’m always quick to learn and adapt to the new and unforeseen challenges we all face professionally. As a lean worker, I approach problem-solving with a practical, solution-oriented mindset and focus on delivering clear, actionable outcomes and positive results. As a leader, I strive to streamline processes and promote efficiency, all while encouraging independence and fostering growth within my team.  
  
Below are some of my greatest business impacts:

• (2024): Identified and corrected a recurring billing error that had been ongoing for years, resulting in savings of tens of thousands of dollars per quarter.

• (2023): Created an automated tracking and reporting log for specialty pharma products that was mandated by a specialty vendor.

• (2023): Independently created Cardinal Health's COVID-19 vaccine tracking form and sales dashboard.

• (2023): Independently drafted executive-level dashboards used to report to the vice president of Cardinal Health's Specialty Division.

• (2023): Automated a bi-weekly specialty charge within Cardinal Health, increasing task processing time by over 400%.

• (2022): Drafted process maps that oversaw the rectification of 10,000 new medical accounts for FDA, HIPAA compliance after competitor acquisition.

• (2019): Established, led, and was a member of command level incidents throughout Nashville, TN as a police officer.

• (2018): Rescue Task Force (RTF) certification to serve against acts of deadly aggression with Metro Nashville Police Department.

I believe my professional and academic experiences have served me well in developing my critical thinking, problem-solving, and innovation skills. I work well to use clear and concise communication to interact with co-workers, supervisors, and customers. I would very much look forward to speaking with you regarding my skill set and attributes which I believe will serve as an asset to your organization’s goals. Please take a moment to review my attached resume. Thank you for your time and consideration.

Sincerely,

Jonathan Nicholson