

Jakub Olszak

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To Whom It May Concern:

Thank you for the opportunity to apply for the Purchase to Pay Associate role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an efficient professional who has been consistently praised as quality-oriented by my co-workers and management. Over the course of my 15-year career, I have developed a skill set directly relevant to the role you are hiring for, including customer satisfaction, conflict resolution and customer communication. Overall, I have consistently demonstrated analytical, critical thinking and problem-solving abilities in every aspect of my Senior Business Data Analyst role at Infosys BPO Poland.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 664-983-020 or via email at jakubinformatyk@gmail.com to arrange for a convenient meeting time. During our meeting I will be happy to explain in detail the work experience gap on my resume, at which time I was involved in an extended autodidacticism after being laid off due to the COVID-19 outbreak.

Thank you for your consideration, I look forward to hearing from you soon.

Sincerely,

Jakub Olszak