

# Jose Michael Rubio

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Dear Recruiter and Hiring Manager:

At the suggestion of Mr. Carlos Ramiro Arboleda, I learned about your need for a Budget Analyst. I am very interested in this position and am confident that my education and experience are appropriate for the opening. Because of my specialized training in Finance and diverse skill set in writing, software development, and leadership, I am confident that I have the qualifications you described in your job description.

The extracurricular organizations I joined and then was elected to lead provided me with experience in developing team synergy and opening communication to maximize our tasks' effectiveness. One, in particular, President of the Chi Pi Chapter, Alpha Kappa Psi, granted me the ability to lead the School of Business towards its mission: to be a dynamic hub of business education and research, fueled by creativity and a commitment to preparing students to lead in a complex world. And with experience working remotely from the Software Engineering Internship, where I developed the sales team CRM's front end and assisted engineers in their sprints, I will be effective immediately.

Intensive course work in Finance and Management and proficiency in Excel, Outlook, and Word have given me the kind of training required in a Budget Analyst. Moreover, my recent engineering experience and campus organizations' participation have helped me develop quantitative and qualitative, such as creative problem solving and interpersonal relations.

After examining the enclosed resume for details of my qualifications, I would be happy to answer questions. Please call me at (703) 309-0327 to arrange an interview at your convenience to discuss how my financial, writing, and interpersonal experience could contribute to the Army's success.

Sincerely,



Jose Michael Rubio

Enclosure