Ying (Kristine) Wang

633 W. Rittenhouse St. A1001, Philadelphia, PA 19144 – 510.673.7808 – ywang03@gmail.com

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Professional Capital Services, LLC

1801 Market St. #1000

Philadelphia, PA 19103

Dear Recruiting Manager,

I am writing to apply for the position of Business Analyst/Project Manager, as posted on Indeed. One of the things I have always been passionate about is to solve problems for clients as efficiently as possible, and I believe that my experience, existing skill set, enthusiasm, and willingness to learn, will all be an asset in your endeavor to create the best products and services for your existing and future clientele, within the specified time frame.

My last company was a legal technology firm, creating technological solutions for the legal departments of large corporations. Because it was in the process of being acquired, my supervisor jumped ship right as he signed a contract for a project. Though I had only been with the company a couple of months at that time, I was thrown into the position of a project manager. With no other higher-up to guide me, I became responsible for the project as PM, all the way from inception, gathering requirements, writing the specification document, coding, testing, implementation/deployment, and creating a process manual for users. I fell in love with project management and working with a team to fulfill client wishes in the required time, liaising between developers and clients to deliver the best solutions for the clients while ensuring that the developers will not be overtaxed with work. I believe that I can bring the same qualities I developed and honed in that project to Professional Capital Services.

There is a large gap in my resume since my last position, because I decided to take the life opportunity to move to Europe and Asia with my husband. Now that his permanent position is in Philadelphia, I am eager to rejoin the workforce and find a career in which I can actualize my full potential, both for my personal growth and also for the company that will provide me the opportunity to do so. Please feel free to reach out with any questions you may have.

With Warm Regards,

Kristine Wang