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Women’s Business Enterprise Center-East

1315 Walnut St, Ste. 1116

Philadelphia, PA 19107

Dear Ms. Tham,

I am writing to apply for the position of Certification Coordinator, as posted on Indeed. The WBEC’s mission and goals speak to me, and I had actually once been looking into applying for certification with the WBEC on behalf of The SIX, a company that I am working with and volunteering for on a part-time basis. Along with a partner at The SIX, I recently co-facilitated a Vision Sprint for a Fortune 500 company where all the attendants were white males. While the sprint itself concluded successfully, the extreme lack of diversity in the room was evident in various stages of the sprint, and I found myself envisioning throughout the day, the myriad ways in which the company could have benefited from more inclusion and diversity.

The last company where I was working full-time was a legal technology firm that created 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 new project. With little additional guidance, I became responsible for the project as project manager, all the way from inception, gathering requirements, writing documents, coding, testing, implementation/deployment, and creating a process manual for users. I believe that I can bring the same qualities I developed and honed in that project to the WBEC.

I also have extensive experience in administrative work, having worked both as a legal and an executive assistant, handling dozens of cases at a time in various stages of litigation, juggling the daily minutiae along with handling the larger tasks required for trial preparation. I have a very hands-on attitude and am highly adaptable and capable of learning new software systems, and working with both co-counsel and antagonistic parties quickly and efficiently.

There is a large gap in my resume since my previous position, because I decided to take the life opportunity to move to Europe and Asia with my husband. Now that w are permanently stationed in Philadelphia, I am eager to find a career in which I can actualize my full potential for a company that has a strong mission that I believe in, and I believe that my goals firmly align with those at the WBEC. Thank you in advance for any opportunity you may be able to provide.

With Warm Regards,

Kristine