**Melisa M. Berardi**

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Penn State University

To Whom it May Concern:

I am writing this letter in reference to the part time opening in your university. I am looking for part-time evening position to supplement my current position.

I have worked diligently to complete my education and to develop more skills that could put me in the position that I am in today. I have broadened my scope and skill-set in analytics; as well as, in the management, business and technology fields. I completed my BS in Computer Systems Management and my Master’s in Business Administration which provide management skills as well as technology skills that are so important in any industry today. I have also recently completed an introductory course in SQL.

I believe that as an employee of Penn State, my energy, analytic skills, organizational abilities, and creativity in tackling different learning styles will make a positive contribution. I am equally comfortable working independently to meet company goals, as well as collaboratively as part of a team. I have always been able to establish and maintain excellent relationships with students and coworkers at all levels.

I would welcome the chance to provide you with additional information to supplement what appears in my enclosed resume. I am available for a personal interview at your convenience. I know you are busy, and have many applications to review, so please let me know if you wish to further discuss your requirements and my ability to meet them.

Thank you for your time and consideration.

Sincerely,

Melisa Berardi