To: Company Address,

Recruitment Office

# Dear Recruitment Executive,

By this, I confirm my not accidental interest in your company opening vacancy.

Let me share the most relevant and key conclusions before you seen first figure info of my past professional experience.

I am proud, I had worked for a few great companies and tried myself at different industries: banking, retail, telecom, IT-consulting; took a part in development of various business directions: Operations, Remote Sales and Business Development; mostly, playing a role of subject-matter expert: System Analyst, Business Analyst or Project Manager, since 2011.

We were very successful, in bank: the Department I used to be a part of had induced about 80% sales, what is a tremendous attainment and I prepared a post-events sales analysis. My research findings as of selected customer groups served a much higher effectiveness for further Department activities.

In retail company: the Operational Technologies office had implemented a new predicting system aimed to optimize cashiers schedules and to minimize the costs. My weekly forecasts were much accurate and had technically implemented with about 1-2% precision for usual stores and 3% for the group of unexpected outliers.

On project in telecom, I was offered to be a Systems/Requirements Analyst.

Just notice - not all of the experience described above I would like be included in a targeted short resume, where the last project achievements written well.

Not without failures, of course. I had attended the Masters of Arts program in Kyiv School of Economics, but did not finish, because of lasting instability in cashflows and unpredictable accounting liquidity. Else, of that period, there were numerous courses and trainings about everything seemed to be useful in my future careers improvements.

So, I had strategy that eventually led me to more developed analytical skills, diverse practice knowledge, smart business culture. Advantages I am offering today. The current strategy is to apply the knowledge, to utilize the skills, create a value, to meet stakeholders and to start from an entry point.

Ask me, if you haven’t received my actual resume, after the application.

Best,

Taras Novak

Home Address

Country