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April 24, 2023

The Recruiting Manager,
Lockheed Martin
Halifax,
Canada.

Data Management Analyst - Records

I am excited to apply for the Data Management Analyst position at your company. The responsibilities outlined in the job posting align perfectly with my skills, experience, and educational background, having recently completed a post-graduate certificate program in Business Intelligence and Analytics from NSCC

With additional certificate in Full Stack Application Development and with my previous work experience, I have developed a strong understanding of data management, database maintenance, and records management. I have experience maintaining accurate and complete records of deliveries.

I am proficient in Microsoft Office, including Excel, Word, and Teams. I am a proactive communicator who is able to work collaboratively with team members to meet project goals. I have excellent verbal and written communication skills, am detail-oriented, and have a strong work ethic. These I have demonstrated at IKEA and NSCC as a part-time employee.

I am excited about the opportunity to work with a geographically diverse employee population and with derivative document classification markings having received mentorship from Edunova Study and Stay program.

My dedication, commitment and readiness to learn and improve also made me an awardee with Research Nova Scotia, where I am creating an app. to improve the health practice in Nova Scotia.

Thank you for considering my application. I am excited about the opportunity to join your team and contribute to the success of the organization.

Warm Regards,

Adebayo Adeola.