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To Whom It May Concern,

Please, consider this letter as a demonstration of my sincere interest in securing the position for which I have applied for within your organization. I am excited by this opportunity, and I believe that I offer a range of transferable skills and experiences that I would like to highlight here to enhance the strength of my candidacy.

I am a Senior Operations Analyst with 13 years of corporate experience and I currently consult at a law firm where my primary focus has been on building out a template repository for a new automated process. For this implementation, I designed and wrote an automation script to input client particulars into legal documents, which programmatically runs in mere seconds and eliminates a costly manual process that otherwise takes several hours and hundreds of dollars per document to complete, and best of all, it can handle multiple documents at once! Additionally, I help to identify opportunities for a better client experience to drive repeat business, referrals, and reviews, as well as any low-hanging fruit to improve process, reduce costs and automate wherever possible.

In 2022, I graduated from the 450+ hour Coding Full Stack Boot Camp at UNC – Chapel Hill, which introduced me to the programming languages, skills, methods, and tools that are essential to a career in software engineering. I built dozens of web applications, databases, dashboards, servers, and more, in an environment that was intended to mimic life as a software developer with individual projects, group development, Scrum methodology, presentations and gain practical experience at every step of the development lifecycle.

I spent the better part of the last 13 years of my professional career in business intel, reporting, auditing, and analytics while employed by Verizon, which I severed from in early 2022 as part of a reduction in force. At my previous employer, and like most, I began my career in customer-facing roles before finding my niche in operations where I managed all aspects of time and attendance, absenteeism, leave of absence, reporting and dashboard development for the HQ team, which had enterprise-wide impacts and supported 12,000+ employees. In this high visibility role, I was a risk manager, a resource, coach, partner and advocate depending on the audience, and I closely coordinated with senior leaders and executives, HRBPs, vendors, and frontline leaders, and created or owned several projects, processes, implementations, and other strategic initiatives.

As a lifelong learner, I earned my MBA with a concentration in Acquisitions, conferred with honors, from Strayer University and I hold a BA in Anthropology from UNC – Wilmington. In addition to the core MBA curriculum, I specialized in Government Acquisition, Government Contract Law, Business Strategies and Proposals. I also had the opportunity to build on these concepts with full phase simulations, mock proposals, projects and I even had the rare chance to consult on a live RFP for the refurbishment of a waste incineration facility while still a graduate student. Additionally, I have always taken several development courses, to include earning Verizon badges for Scrum Master, Agile Mindset Program, Lean Six Sigma and Project & Management Fundamentals.

I am confident that my willingness to learn and collaborate in combination with my education, skills, and relevant experiences will add value to any company or organization, and serve me well in any new role. Review my credentials, reach out to my references, former employer, teammates, and I am sure that you will find that I would be warmly accepted on any team. Furthermore, I am fully committed to doing my part to promote a fun, friendly and professional workplace.

I am thrilled by the prospect of earning my place on this team. I appreciate your time and consideration in reviewing my qualifications and candidacy.

Sincerely,

