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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.

At present, I am a consultant at a law firm where I primarily advise on business development opportunities, most notably on those that exist with the recent passing of the Camp Lejeune Justice Act of 2022. Additionally, I offer process improvement solutions to strengthen customer relations, office efficiencies, expense reduction, marketing strategy and other growth opportunities, as well as provide expert insights on matters of outside business affairs, technology, and government acquisitions as a specific case might require.

Last year, I graduated from the Coding Full Stack Boot Camp at UNC – Chapel Hill, which introduced me to the industry wish list of programming languages, skills, methods, and tools that are essential to land and maintain a career in software production. Throughout this intensive 6-month course, I built dozens of web applications, databases, dashboards, servers, and more using the tools and languages of the profession. The experience was intended to mimic that of the developer-life with individual projects, group development, Scrum methodology, presentations, and of course, learning to resolve the dreaded version control conflicts that often occur as part of the development lifecycle.

Previously, 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 as an Operations Sr. Analyst in March of 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 Leave of Absence team, which had enterprise-wide impacts. In this role, I worked in close coordination with senior leaders and executives, HRBPs, vendors, and frontline leaders, and created or owned several projects, processes, implementations, and other strategic initiatives.

As lifelong learning is also an important pillar of my professional identity, 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 took specialty courses in Government Acquisition, Government Contract Law, Business Strategies and Proposals to enhance my understanding of the U.S. Government's solicitation, proposal, procurement and awarding processes. 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 student. Additionally, I have always taken advantage of professional growth opportunities, 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,