

Dear Hiring Committee,

I am excited to apply for the **Business System Analyst** position at the City of Beaverton. With a strong foundation in data analysis, business process optimization, and technical system implementation, I bring a unique combination of technical expertise and collaborative problem-solving skills that align perfectly with your department's mission to enhance enterprise applications and support city operations.

In my recent role as a **Technical Lead** with **Women in Big Data**, I mentored a team from University of Portland to develop innovative solutions using Retrieval-Augmented Generation (RAG) architecture, culminating in a third-place finish in a competitive hackathon (Varsity 2024). This experience honed my skills in guiding cross-functional teams, documenting workflows, and delivering projects under tight deadlines. Additionally, my internship at **HiddenLayer** allowed me to build scalable model libraries and optimize machine learning workflows in Databricks, which strengthened my technical aptitude and reinforced the importance of clear communication across diverse teams.

Beyond my professional expertise, my academic projects during my master's program focused on leveraging data-driven technologies to solve real-world challenges. I created tools for scientific paper summarization and legal document retrieval, which required meticulous analysis and iterative improvement—skills that directly translate to optimizing business processes and aligning technology solutions with strategic goals.

The opportunity to contribute to the City of Beaverton's ITS Department resonates with my desire to make a meaningful impact in the public sector. My adaptability, analytical mindset, and ability to communicate technical concepts to diverse audiences position me to successfully support your mission of delivering high-quality services to the Beaverton community.

Thank you for considering my application. I would be honored to contribute to the City of Beaverton's vision for innovation and service excellence and would welcome the opportunity to discuss how my skills and experiences align with this role.

Sincerely,
Manisha Yadav