To Whom It May Concern,

Throughout the last several years I have distinguished myself as a hard working and passionate person in the agencies and organizations I have served. I bring a proven ability to communicate with people, handle challenging situations calmly and effectively, and a willingness to educate myself and tackle complicated projects. I have a vast knowledge of public sector expectations, and extensive firsthand experience with state, municipal, and non-profit finances. Because of this, I would be a tremendous benefit to your office.

Over the past year my interest in a career in the financial sector increased significantly thanks to two opportunities I was given. I served as an intern in the City of Hartford’s Department of Development Services, Housing and Property Management Division. In this position I had extensive exposure to local revenue streams and financial reporting, as well as the tracking and utilization of federal funds. I successfully balanced city reports with the U.S. Department of Housing and Urban Development and I served as an administrator for a Community Development Block Grant program.

In January, 2011 I was hired as the Graduate Fellow in the Office of Fiscal Analysis for the state Legislative session. I was immediately put to work on several projects that were both challenging and rewarding, achieving high levels of success. My work researching the Commission on Enhancing Agency Outcomes recommendations on state procurement and contracting practices was included in the analysis of Senate Bill 1059, and I am proud to have my name attached to a published Office of Legislative Research report on election ballot costs. My time at OFA was capped off with the massive undertaking of streamlining ten years worth of statutory municipal grants (PILOT, TAR, Pequot, etc.) and compiling them into one database. This project exponentially expanded my knowledge of and confidence in database management.

Further, in June, 2011 I completed my Master’s in Public Administration at the University of New Haven. Through this program I gained valuable experience in public finance and policy, organizational behavior and leadership, and increased my analytical and quantitative skills through research analysis courses. I believe my combination of work experiences and education set me apart from other candidates. Thank you for considering me for this opportunity and I look forward to speaking with you further about this position; salary is negotiable and commute is not a concern.

Regards,

Adam Tulin

**Adam B. Tulin**

25 Wildermere Rd

Berlin, CT 06037

(860) 916-8399

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**Education**

**University of New Haven**, West Haven, CT, **June 2011**

Master of Public Administration 3.91 GPA

**University of Connecticut**, Storrs, CT, **December 2007**

Bachelor of Arts

Major: Political Science

**Work Experience**

**Connecticut General Assembly,** Hartford, CT, **January-June 2011**

*Office of Fiscal Analysis, Graduate Fellow*

Lead researcher for the Commission on Enhancing Agency Outcomes entailing State Contracting recommendations

* Developed streamlined statewide municipal-based grants database.
* Co-authored OLR report on election ballot costs.

**City of Hartford,** Hartford, CT, **January-June 2011**

*Department of Development Services, Housing and Property Management Division, Intern*

* Uncovered $450K in previously unavailable funds , balanced 15 years of HOME program income.
* Reconciled Federal Block Grant records with City Finance and HUD.
* Trained as a Project Manager for HouseHartford program.

**Northeast Center for Youth and Families,** Easthampton, MA, **March 2008-January 2011**

*Connecticut Therapeutic Group Homes, Residential Counselor*

* Served as an advocate for at-risk adolescents.
* Successfully assisted in developing and monitoring comprehensive treatment plans.

**State of Connecticut,** Hartford ,CT, **2001 & 2004-2007**

*Summer Worker: DAS Procurement 2001, DPH Licensing 2004, DCF- Riverview Hospital 2005-2007*

Five summers as OA/Clerk Typist

* Organized and maintained complex filing system.
* Responsible for scheduling.
* Led internal/external communications for departments.

**Activities**

**Bridgeport Child Advocacy Coalition**

*Developed $30,000 Grant Proposal in June 2010 for organizational operating expenses*

**Alpha Epsilon Pi Fraternity, University of Connecticut**

*Executive Board Secretary, Constitution Revision Committee*

**Hillel Jewish Student Center, University of Connecticut**

*First Year Student at Hillel Mentor Program*

**People to People Student Ambassador UK & Ireland, Connecticut Boys’ State, Close-Up Washington D.C.**