

# DARREN TRAN

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Leslie Gallagher  
Development Services Department  
City Operations Building  
1222 First Avenue  
San Diego, CA 92101

Dear Leslie Gallagher,

I am writing to express my keen interest in the Associate Management Analyst position within your department. With my tech and customer service experience, combined with an extensive business background, I believe I possess the skills and experience necessary to excel in this role and contribute effectively to your team.

In terms of data analysis and reporting, I have a proven track record of conducting comprehensive inspections, producing weekly accounting reports, and spearheading process improvement projects that led to significant productivity gains within my department. These experiences have enabled me to analyze complex budgetary and organizational data, prepare in-depth reports, and present findings to upper management with clarity and precision.

Furthermore, I am adept at coordinating with stakeholders to develop long-range fiscal, operational, and administrative plans, as well as managing discretionary budgets effectively. My attention to detail and strong analytical skills make me well-suited to track and report on expenses related to division meetings and handle department permit refund requests efficiently.

I am particularly excited about the opportunity to bring my diverse skill set and experience to your team and contribute to the continued success of your organization. I am confident that my background aligns well with the requirements of the Associate Management Analyst role, and I am eager to discuss how my qualifications can meet your needs in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am available at your earliest convenience for an interview.

Respectfully,

Darren Tran