

DARREN TRAN

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Michele Alano
Supervising Management Analyst
Economic Development Department/Real Estate and
Airport Management
1200 Third Avenue Suite 1700
San Diego, CA 92101

Dear Michele Alano,

I am writing to express my interest in the Records Management Analyst position within the Financial and Records Management Section of the Economic Development Department/Real Estate and Airport Management. With a solid background in IT support, project management, and process improvement, I am confident in my ability to contribute effectively to your team and support the department's mission.

I believe my IT experience and technical savyness can be leveraged in maintaining and organizing electronic records systems effectively. Furthermore, my track record of spearheading process improvement projects that significantly increased productivity aligns well with the responsibilities outlined for the Records Management Analyst position. I am adept at conducting comprehensive inspections, producing detailed reports, and conducting data analysis, skills that are essential for maintaining accurate property records and responding to inquiries from stakeholders and the public.

I am particularly drawn to the opportunity to contribute to the management of the City of San Diego's real estate portfolio, including iconic areas such as Balboa Park and Mission Bay. I am eager to bring my strong interpersonal, communication, and customer service skills to the role, along with my attention to detail and ability to multitask effectively.

Thank you for considering my application. I am excited about the possibility of joining your team and contributing to the important work of the Economic Development Department/Real Estate and Airport Management. I look forward to the opportunity to discuss how my skills and experiences align with the needs of the position further.

Respectfully,

Darren Tran