

John J. Romas

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September 16, 2012

Plante Moran  
27400 Northwestern Hwy  
Southfield, MI 48034

To Whom It May Concern:

I am writing to express my strong interest in your Business Analyst position that I learned about through Indeed.com. As a recent graduate of the Master of Science in Information Systems degree at Walsh College, I am attracted to a career in Information Technology. I have also recently obtained the Certified Associate in Project Management credential from the Project Management Institute. I believe this position fits extremely well with my education, experience, and career interests.

For a majority of my time working for Sachse Construction, I have been the sole full-time member of our Information Technology department, allowing me to gain a great deal of experience in a relatively short amount of time. A primary responsibility of mine is the development of our "GAL" system, which is a custom software application we have developed to facilitate the management of construction projects. I was recently involved in managing the successful conversion of this system to a web-based application, which involved conducting a series of interviews in order to gather detailed project requirements. I was then responsible for translating these requirements for our software developer, as well as seeing that the system was completed on time, within budget, and to specification. I believe my experience working on projects such as these, as well as my positive "can-do" attitude and natural ability to work well with others makes me an excellent candidate for the Business Analyst position.

Thank you for your time and consideration. I look forward to scheduling an interview with your organization to further discuss the position and my background. I am confident that my experience with Sachse Construction and my coursework at Walsh College and Michigan State University will enable me to make a valuable contribution to your organization.

Sincerely,

John Romas