**Dustin S. Christensen**

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December 9, 2019

Jeff Muus

Director of Technology

*Knowledge Relay*

5856 Corporate Ave. Suite 210

Cypress, CA, 90630

Dear Jeff Muus:

I am writing to you to express my interest and determination to earn an internship with *Knowledge Relay*. I appreciate the opportunity to be considered for this position. I am looking forward to learning more about Systems Integration and Data migration, particularly the cleansing and syncing aspects of the process.

The values that Knowledge Relay strives to embody are the same values that I try to uphold. Trust, Accuracy, Integrity, and Hard Work should be at the core of all projects and ambitions in life.

Trust is essential to being awarded projects, as well as to ensure that clients return. I know this all too well. For many years I worked in construction and handyman field. When the client trusts the project seems to go better and with less hiccups, especially when unforeseen elements suddenly appear.

Accuracy is vital to providing solutions, services that fill the client’s needs and wants. Do too much can appear like one is over compensating, while not doing enough will leave the client with a bitter taste and lack of enthusiasm re-employee on future ventures. In construction, as well as the Handyman business, return clients are often determined by how close the quoted cost and the final cost align.

Integrity is characteristic that stretches across many aspects of business. Integrity applies to meeting project delivery dates, quality of final product, transparent billing practices and so on. As a Handyman I have lived and died by the integrity of my work and billing practices. When the client is satisfied with the finished result then I get more work from them and their friends/associates.

Finally, Hard Work. Hard Work is the backbone of everything. No matter if the task comes easy or not, the effort and dedication placed behind it make all the difference. In every situation I have found myself, hard work has enabled me to improve, excel, and create opportunities for growth.

Thank you taking time to allow me to share a little about myself. I look forward to learning more about internship and more about yourself when we next speak. Please contact at the above information, and I look forward to hearing from you soon. I am available Monday through Friday to come in for an interview.

Thank you,

Dustin S. Christensen