Sue Darby

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[www.sue-a-darby.com](http://www.sue-a-darby.com/)

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January 11, 2010

SRX Group

550 Post Oak #400  
Houston, TX 77027

Dear SRX Group Recruiter:

I am writing in response to your website posting for a Data Analyst. After reading your job description, I am confident that my experience skills and passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

* Master Certification in Microsoft Office, with a high level of proficiency in Excel, Word, Power Point and Access 2003 / 2007. This skill set is used on a daily basis.
* I am highly organized with excellent attention to detail, as demonstrated in the creation and implementation of complex report systems for the State of Alaska.
* Data needed for meetings and other functions are early or on time consistently.
* You will find me to be outgoing and friendly with a cheerful disposition and professional but fun demeanor.
* I designed “The Darby Report” for Nine Star Education and Employment Services and was responsible for data collection, accuracy and timeliness of reports, for 2 years.
* I am responsible for collecting data for various reports on providers and clients and presenting reports to senior management on a monthly, quarterly, bi-yearly and yearly basis along with random requests at various other times. I have been doing these reports for the last year and a half for the Senior & Disabilities Services Quality Assurance Unit, State of Alaska.

I welcome the opportunity to further discuss this position with you. If you have any questions or would like to schedule an interview, please contact me by phone at 907-334-2639 (day) 907-562-5612 (eve) or by e-mail at [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com). I have enclosed my resume in .docx format for your review, and I look forward to hearing from you.

Sincerely,

Sue Darby

Sue Darby

Enclosure