Sue Darby

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April 4, 2017

Kimberly Brooks

Resource Manager

CTG

4701 Business Park Blvd

Building J Suite 36

Anchorage, AK 99503

Dear Ms. Brooks:

Thank you for taking the time out of your busy schedule to talk with me about the Business Analyst position with CTG Company.

I appreciate your time and consideration in interviewing me for this position.

After speaking with you, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified project based position. The variety of projects excites my creative problem solving skills, desire to learn and continuously grow along with the need for new challenges.

In addition to my enthusiasm for performing well, I would bring the technical, analytical and problem solving skills necessary to get the job done.

I am very interested in working for CTG because of the wide variety of projects you describedand look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (907) 707-5654.

Thank you again for your time and consideration.

Sincerely,

*Sue Darby*

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

*Sue’s Tiny Costumes:* [www.suestinycostumes.com](http://www.suestinycostumes.com)