

[Student Name Redacted]

[Student Phone Redacted]

[Student Email and Address Redacted]

Recruiting Team:

- Looking for an enthusiastic team player?
- Yearn for exceptional organizational skills?
- Desire a highly functioning level of interpersonal and political savvy?
- Need an individual with a proven track record of dealing with professional ambiguity?

Well, look no further. I am an Experienced Operations Analyst with a demonstrated history of working in the financial services industry as well as being skilled in OS X, Microsoft Windows/Office, Sales, Retail, Communication, Management and Team Building. A list of my skill sets and accomplishment are in my attached resume. If you'd like, I would welcome a conversation to further clarify any questions you may have. If you consider me, you'll have a guarantee that you can sleep soundly as you can be assured that you will have chosen a Strong business development professional with a Bachelor of Science (B.S.) focused in Psychology from University of Central Florida.

With Regard, [Student Name Redacted]