

To whom it may Concern,

I am seeking a Full- time position as an IT Analyst. I believe I will make a good candidate for this position because I have strong skills in problem solving, decision making and leadership which are skills needed to perform daily task at this company.

When I found the position for IT Analyst I went to your website and researched the company. I found a few things engaging such as experience given to interns, and the ability to eventually climb the ladder. I enrolled in Management Information Systems at Penn State Erie and I have taken courses that have given me the experience needed for this position.

Classes I took in high school which help me to problem solve is robotics we created our machines and anytime we had an issue we had to figure out the problem. Courses I have taken in college are Management which gave me the ability to expertise my leadership and teamwork skills. We had to do a fundraising event as a group, propose creative ideas to fundraise, made quick decision making before deadlines. I also took MIS courses and Database courses which help me to prepare for any position in Information Systems.

Internships at other organizations prepared me for the daily routine and tasks as a company. I dealt with work in teams and departments as well as individual work which make me self-motivated. My recent internships and my current courses I have learned how to work well as an individual and how to participate as a team, I am highly self-motivated and ambitious, great leadership skills, and experience with computer software programs.

I am willing to relocate if need be and I would like to be interviewed if possible. I am available anytime during the day I can be reached at (678) 852-8817 or email ams7089@psu.edu. Thank you in advance.

Sincerely yours,

Lexci Sanders

Enclosure: Resume