

81-05 149th Avenue
Howard Beach, N.Y. 11414

March 15, 2016

To whom it may concern,

I am writing to you to express my interest in working as a System Analyst, Assistant. Taking initiative and responsibility has always been my career focus. I hold an intense work ethic, and strive to do my best in any situation.

My resume shows many of my technical proficiencies, but I wanted to mention some other qualifications that I have that are related to patient care at MSKCC. I have extensive people skills. I work in a client-based business that focuses on help, understanding and patience. This makes happy clients who feel they are respected and alleviate any fears or worries about the tasks ahead.

I have taught in all the fields I have worked in and I am comfortable leading groups of people in tasks and assignments. I am also very thorough with multiple tasks and deadlines. I don't like to leave assignments half done or to put something off until later. I am also a quick study and never pass the buck.

After working as a Senior Admissions representative, for so 5+ years, I am excited to bring my technical and trouble shooting skills to your department. I look forward to sharing ideas and being part of your team.

I am available to meet or speak with you at any time. I can be reached anytime by phone, 917-838-5699 or email at tim@timconklin.com or conklint@mskcc.org. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,
Tim Conklin