

Carol Cambridge

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Human Resources
U.S. Bureau of Labor Statistics
PSB Suite 4230, 2 Massachusetts Avenue,
NE Washington, DC 20212-0001

To Whom It May Concern,

I would like to express my sincere interest in the Budget Analyst position as advertised on bls.gov. I am impressed by The U.S. Bureau of Labor Statistics (BLS) commitment to recent college graduates in finding their niche within your company. The BLS is a leader in the world of economic information and I am confident I could assist the institution in providing the most current information to the people who depend on it the most.

While I obtained my graduate degree from Cambridge College, I found a mentor in my supervisor, Bobby Boston – Assistant Director of Financial Services. He entrusted me with many office responsibilities. It was through Mr. Boston that I was able to prepare annual budget presentations, monitor spending and performances against budget plans. I was encouraged to use my business management education in the construction of a financial aid workshop. I was able to work with the diverse student body population of Cambridge College while gaining solid critical skills.

Through my education and diverse working assignments—liaison with the Student Affairs Department, student financial aid assessments, managing a financial aid database—I developed skills in budgeting, an exceptional office demeanor, and essential organizational skills needed for maintaining my financial and database records. I am a self-starter who is comfortable working in large groups.

I know that my office experience along with my educational background will be beneficial to the BLS. By working with the BLS, I will be utilizing my previous skills and helping to prepare necessary information for very specific audiences.

I know that I will be an asset to your financial department and look forward to discussing this opportunity with you. Should you require any additional information, please call or email me directly. Thank you for your consideration.

Sincerely,

Carol Cambridge