

February 9, 2021

## Franz Mann

Vice President - Human Resources and Corporate Affairs  
ZK Enterprises, Inc.  
4353 Nuggets Street  
Denver, CO 80220

Dear Mr. Mann,

As a technical and project manager for the Advanced Science and Technology Institute, I have successfully managed and led teams in developing software products and information systems analyzing user requirements and processes. My outstanding problem-solving skills and proven expertise in software development life cycles allow my teams to follow through on projects with greater efficiency.

With six years of experience in IT project management and additional nine years as a software developer, I believe that my leadership and technical skills are a great match to ZK's culture of success and integrity. My major accomplishments include:

- On-time completion and smooth implementation of all software development projects handled as team lead/project manager
- Development of unique client/server systems using programming languages, such as C#, PHP, Perl, Python, Java, MySQL, PostgreSQL, and other proprietary and open-source languages and tools
- Leading by example to instill enthusiasm and project ownership among team members

I look forward to making a valuable contribution to your company as an IT Application Manager. I would be available for an interview at your earliest convenience.

Sincerely,

*(Insert Signature Here)*

**Paula Arsen, MTM**

P.S. I'd love to tell you about the recent success of my team's network infrastructure upgrade project for Arapahoe County.