

# Jessica Jefferson

Lead Operations Research Analyst  
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(100) 100-1000

**January 1, 2021**

**Rachel Reynolds**

Hiring Associate  
Frederick Consultants  
(111) 111-0000  
r.reynolds@frederickco.org

Dear Ms. Reynolds,

I am now closing in on 20 years of total experience, and thanks to my analytical skills, clear communication and leadership ability, I have enjoyed success in both the US Navy and the private sector. Given the opportunity, I'd like to continue those successes and help Frederick Consultants thrive as your new Lead Operations Research Analyst.

I am impressed with both the government and corporate clients your organization has worked with. I believe I am well-positioned to help keep those clients happy and impress new ones as they come into the fold. To wit, here are some of my past achievements:

- In the Navy, I rose from the rank of Seaman Recruit to Intelligence Specialist Senior Chief.
- At my current organization, I have achieved approximately \$350,000 in annual cost savings by identifying and ameliorating vendor and supply-chain inefficiencies.
- I have continually expanded my skills, most recently obtaining an Advanced Certificate in Operations Research from the Management Professionals of America.

I look forward to discussing what Trinity Consultants needs from me in more detail. My schedule can accommodate yours, so please let me know a convenient time.

Sincerely,

*(Insert Signature Here)*

**ISCS Jessica Jefferson, US Navy (Ret.)**

P.S. – I am eager to share how my pattern recognition skills predicted a major business shift in 2018!