

Della James

MBA Graduate
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Kristina Potter

Senior Hiring Manager
Emergent Biosolutions
(485) 490-2847
k.potter@youreemail.com

Dear Ms. Potter,

During my master's degree at the San Diego State University, I was singled out as the top-performing student on my Organization Behavior and Leadership core course. My assessors noted my detailed understanding of effective mentorship and exceptional knowledge of workforce management strategies. I look forward to leveraging these skills as the office manager at Emergent Biosolutions.

As a driven and ambitious graduate, the opportunity to support your company's efforts to innovate life-saving technologies is inspiring to me. I believe that I have the determined work ethic and organizational ability to excel in a fast-paced environment. My recent accomplishments include:

- Revolutionizing the office's resourcing system during my practicum placement to reduce cases of document unavailability during meetings by 98%
- Receiving a score of 95% for my elective Group Process and Leadership coursework
- Working collaboratively with three colleagues on my placement to source cost-effective office suppliers, resulting in an annual saving of \$12k

I look forward to discussing how my abilities and efficient working style can make me an asset to your company. Please contact me to arrange a suitable appointment.

Sincerely,

(Insert Signature Here)

Della James

P.S. I would love to explain why I was chosen to mentor three undergraduates to improve their understanding of operations management in 2020.