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Dear Lori Coyne:

8. March 2013

Re: Health & Safety Systems Analyst – ERM in Denver, Colorado

I am writing you to thank you for my interviews with you, Mark Hickey, and Phil Platcow. I appreciate your emails to update me on the decision process regarding the position of Health & Safety Systems Analyst.

Note below how I qualify in matching very well with what your requirements are.

Requirements	Qualifications
<ul style="list-style-type: none">• Bachelors degree in engineering, safety or environmental science or related discipline.	<ul style="list-style-type: none">• Bachelors degree in biology (minor in chemistry) with further studies in chemistry.
<ul style="list-style-type: none">• 5 to 10 years of health & safety experience in consulting or industrial environment.	<ul style="list-style-type: none">• 12+ years as a health & safety officer and manager in the environmental and construction industries.
<ul style="list-style-type: none">• Must be bi-lingual in English and Spanish, both written and oral.	<ul style="list-style-type: none">• Very fluent in German with training in Spanish. Very adept to learn languages quickly.
<ul style="list-style-type: none">• Strong working knowledge of Microsoft applications.	<ul style="list-style-type: none">• Strong working knowledge of Microsoft using both PCs and Mac computer systems.
<ul style="list-style-type: none">• Strong working knowledge of SQL SSRS, Adobe Flash and SharePoint 2010.	<ul style="list-style-type: none">• Utilized similar programs to these and very adept with learning new software systems.
<ul style="list-style-type: none">• Work well with individuals of varying cultural backgrounds.	<ul style="list-style-type: none">• Extensive experience working with persons of various cultures and backgrounds including my own family.
<ul style="list-style-type: none">• Excellent communication skills.	<ul style="list-style-type: none">• Excellent skills with phone, texting, emailing, public speaking and on an individual basis.
<ul style="list-style-type: none">• Ability to work independently with minimal supervision.	<ul style="list-style-type: none">• Most of my work experience required me to function independently.
<ul style="list-style-type: none">• Must be teach and goal oriented.	<ul style="list-style-type: none">• My safety experience was dependent on working as a team with setting and following goals.
<ul style="list-style-type: none">• Must possess a strong sense of confidentiality.	<ul style="list-style-type: none">• Most, if not all, of my work has been based on confidentiality.
<ul style="list-style-type: none">• Must be stress resilient and flexible.	<ul style="list-style-type: none">• The industry has taught me to develop an even level of confidence and flexibility when dealing with stressful and non-predictable situations.

Based on what I've learned about your company, I am very interested and excited to become a part of your organization. Whether it's the position I applied for or others that become available, I would be very pleased to discuss them with you.

I will be calling you next week to see what would be the next step in this process.

Yours sincerely

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