Office of the Comptroller

1 Centre Street,

New York, NY 10007

April 30th, 2014

Dina Ponce

886 5th Ave Apt. 4L

Brooklyn, NY 11232

Dear Sir/Madam,

As a well-known & respected agency within New York City, the Office of the Comptroller really intrigues me specifically the position of Contract Analyst, JVN#015-014-16. My combination of education from Brooklyn College and five years working for New York City agencies match the qualifications to the position that you’re trying to fill.

Throughout my years working for New York City agencies, I have learned and become very knowledgeable about the internal databases that New York City agencies utilize on a daily basis such as FMS 2/3(Financial Management System), TMAS, APT and many more. Moreover, my communication is very effective with people and as well my ability to speak, write and read in Spanish. In addition, utilizing my combined education and work experience, I am proficient in my computer skills such as PowerPoint, Excel, Microsoft Word, and Access.

I’m aware of the high standard that your agency upholds on service, and we share the same philosophy on customer service. I look forward to having an opportunity to meet with you to discuss how I could contribute to your team. In the meantime, please feel free to contact me at 917-538-8989 or email: dinaponce19@aol.com

Thank you for your consideration.

Sincerely,

Dina Ponce