FROM: Jason Carpenter

987 Wayfair St.

Houston, TX 77001

[j.carpenter@gmail.com](mailto:j.carpenter@gmail.com)

1-923-398-3848

TO: Brenda Katarsky

3Del

4588 Canton St., Suite 123

Houston, TX 77003

[brendakatarsky@3Del.com](mailto:brendakatarsky@3Del.com)

1-923-445-3553

RE: application, business analyst

DATE: October 21, 2023

Dear Ms. Katarsky,

I am writing to apply for the Business Analyst position currently available at 3Del. With 15+ years of experience and a shared interest in the ethical development of AI tools, I feel my certifications and time in the IT industry can contribute significantly to the role.

In my current Business Analyst Role at GenFI, my responsibilities include conducting ongoing analysis and documentation of GenFI systems and technologies, serving as a liaison between GenFI teams, departments, and stakeholders; gathering and interpreting industry data, ensuring product delivery, and collaborating with management to determine value-add projects and tools. I have extensive knowledge of North American markets.

I consistently have been successful at helping leaders identify partnership and development opportunities that align with GenFI’s budget. For 2023, I led the transition of GenFI’s CRM system. Management estimates savings due to this transition to be as much as 18 percent. My skills in and familiarity with tools like Oracle, SQL, and Tableau enables me to communicate and translate data with clarity and efficiency.

Please find my current resume included with this cover letter for your review. I would be delighted to have the opportunity to share more about my qualifications. Please contact me at your earliest convenience to schedule an interview.

In thanks for your consideration of my application,

Jason Carpenter