

Alexis De Jesus

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Marsh (Subsidiary of Marsh McLennan)

Dear Hiring Managers,

This cover letter expresses my interest in the Business Analyst position (Marsh) as posted on the career section of the Marsh McLennan website. I am excited about this opportunity because this position aligns with my academic background and personal/professional interests.

I am currently a student at the University of Louisville, majoring in Computer Information Systems, with a concentration in Business Process Management. Throughout my studies, I've utilized tools including Microsoft Office Suite (Word, Excel, PowerPoint) and programming languages. Also, I've gained experience working with requirements gathering, problem-solving, and delivering improvements. A key project was working with a team to redesign a website for a non-profit organization. After reviewing the organization's business needs and requests, I translated those requirements into a more friendly user design and website structure. This project strengthened my ability to understand how to identify functional requirements, understand the client's needs, and deliver a solution that aligns with organizational goals.

In addition to my technical skills, I have strengthened my communication, team collaboration, and leadership skills through my volunteer roles in my Church. These experiences have allowed me to work closely alongside others and maintain professionalism. My interpersonal strengths align well with my technical background and allow me to contribute meaningfully in collaborative and analytical work.

Thank you for your time and consideration for this position. I would appreciate the opportunity to speak with you regarding my skills and experience aligning with the needs of the Business Analyst position at Marsh.

Sincerely,
Alexis De Jesus