

LEN HANCOCK

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Dear Hiring Manager:

I am writing to express my strong interest in the open position advertised online. With a proven track record of diligently working with data, financials, metrics, formulas, and models, I am confident that my skill set aligns perfectly with the requirements of this role.

As a business-minded analyst, I possess a strong aptitude for financial analysis, presentation, forecasting, planning, and reporting. My excellent communication and problem-solving skills have enabled me to effectively interpret and summarize complex data into meaningful reports. Throughout my career, I have consistently provided recommendations to management that have strengthened and improved the profitability and financial position of the organizations I have worked for. I thrive on new challenges, and my robust, insightful financial analysis and planning have played a critical role in achieving operational and financial objectives.

In my current position at the West Virginia University John Chambers College of Business and Economics, I am responsible for providing budget and data analysis that drives actionable business intelligence for the Strategic Plan. I have had the privilege of presenting my analysis results to the university's highest-level leadership, showcasing my ability to communicate complex financial information effectively. Notably, I recently completed the university's first cost-by-major analysis, receiving accolades from the Office of the Provost for delivering a long-awaited analysis. Additionally, my experience as a Comptroller, where I managed budgets of up to \$21MM, has equipped me with the skills necessary to handle the financial responsibilities associated with this position.

Throughout my career, I have consistently demonstrated a high level of accountability, intelligence, and meticulous attention to detail. I possess the ability to distill complex financial data into meaningful insights and actionable business intelligence. My strong analytical, problem-solving, and presentation skills have enabled me to contribute to the development of financial strategies and improve financial operations.

In addition to my professional experience, I have actively participated in leadership roles within the community. Serving as a Director on the Board of Directors for Fairmont Federal Credit Union, the second-largest credit union in West Virginia, and as a Director on the Board of Directors for Chestnut Mountain Ranch, I have gained valuable experience in setting policies, directing strategic planning, and maintaining financial performance standards.

I would welcome the opportunity to discuss my experience further and explore how my skills and expertise could benefit your organization. I am excited about the prospect of joining your team and contributing to your continued success.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to speak with you soon.

Sincerely,

Len Hancock

