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Mr. Thomas Henderson
Director of Human Resources
University at Albany
1400 Washington Avenue
Albany, NY 1222

Dear Mr. Henderson,

Please consider my candidacy for the position of Business Manager (P19-18569) as advertised on the University at Albany website. Attached is my resume outlining my qualifications. I was drawn to this role as it would allow me to utilize my direct experience in financial management and event planning, as well as nearly four years as a University at Albany employee, to aid in carrying out the mission of the Center for Information Management.

While working at the School of Business at the University at Albany, I had the opportunity to successfully coordinate several alumni and student-related events. In particular, I was given the responsibility to serve as project manager for the New York Business Plan Competition, Capital Region Semi-Finals. This event was taken on by the School of Business with a very short time frame for planning. What typically was a 12-month planning cycle was done successfully and on-budget in about 4 months. This was accomplished by creating clear goals, delegating responsibilities, budget monitoring, and continuously reviewing priorities during weekly committee meetings. As a result, this event now has a framework moving forward for future competitions. It has also helped to solidify the School of Business and the University at Albany as a major regional player in the area of entrepreneurship.

During my eight-year tenure as Fiscal Manager & Education Coordinator at Downstate Medical College, I streamlined the tracking and monitoring of conference cost centers by creating a financial database. Being able to monitor the budget for each program allowed for better planning and cost savings. In addition, this role helped me to understand the importance of following strict protocols and procedures as it related not only to finances but also numerous human resource functions. I also developed strong interpersonal skills needed to work with a diverse group of faculty and administrators to help them understand the financial considerations for each program.

I am very interested in this role and feel I would be a valuable asset. I welcome the opportunity to discuss it in more detail and can be reached at my contact information listed above.

Sincerely,
Michael Williams

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