



Dear Prospective Employer:

This letter and resume are for your consideration for a position that I believe will fully utilize my professional skills and personal abilities. I am a highly motivated professional dedicated to delivering extraordinary results in mutually rewarding and enduring relationships as I pride myself on strategic leadership. I have a proven ability to recognize and mitigate risk as I utilize a strategic, big-picture approach and management style. I am a confident and tactical professional with a unique internal and external ability to connect downward, upward, and laterally. These are all combined with proven business knowledge, and a Bachelor of Science in Mechanical Engineering to be completed in 2024.

My methodologies build successful, invested teams with a singular focus on success. My resume highlights my ability to sustain continued growth through motivation, goal creation, and objectives, and by leading from the front in both personal and professional mannerisms. This has been effectively demonstrated throughout my business and military career including: personnel training and development, overseeing productivity and performance, and the successful transition of over 30 Marines, 20 to civilian life providing instruction to better prepare them to enter the non-military workforce, and 10 arriving at our unit creating their schedules to guarantee quick readiness for full integration.

I believe in a customer-centric business focus and engaging leadership development. I am skilled at managing vision and strategic purposes, and creating effective teams while driving results, as well as well thought-out planning, identifying and capitalizing upon new key opportunities. I am additionally renowned for combining program excellence, integrity, and innovation with best practices, and the necessary discipline and attention to achieve immediate and long-term goals. This has been displayed through teaching hundreds of hours and supervising over 300 hours of classes, including personnel and instruction development on various subject matter. I also trained over 100 Weapons Platoon Marines in Marine Corps Martial Arts to various levels.

I am also a resourceful individual who gathers actionable insights for well-informed decision-making and conducts myself with professionalism and integrity placing a strong emphasis on honesty, loyalty, and transparency, and am committed to professional growth, development, and training within a challenging and rewarding role.

In closing, I would like to add; I will uphold the organizational core values as I have done throughout my career and continue to strive for performance excellence achieving high-quality standards. I have shown myself to be an enthusiastic learner, teacher, and leader, and have a keen ability to exercise good judgment in high-stress situations with a focus on demonstrating initiative and pride. I am also open-minded with a desire to learn new skills and gain new experiences. I want to thank you for your time and consideration and welcome the opportunity to meet with you and further discuss my qualifications in detail.

Sincerely,
Matthew Levine Encl.