Ayushi Singh

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Byrne Wallace

Dublin

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Dear Hiring Manager,

In my pursuit of new opportunities, I came across the opportunity provided by Byrne Wallace for the position of Trainee Solicitor. As a student budding into a professional, this opportunity excited me and caught my attention. I believe that I can bring valuable skills to the table and provide an immense contribution to the position of as an organization. As you can make from my resume, I am currently pursuing my MBA in Project Management, which has compelled me to apply for this position.

In the past, I have had a variety of experience ranging from working as a Product Operations Associate with a renowned pharmaceutical firm in the US called Zocdoc , Operations and customer relations associate in Flexing It to being an Entrepreneur and starting my company. It has been a great development for me to collaborate with diverse cultures, internal teams, and leaders to devise new data models for core projects I am extremely impressed with Byrne Wallace’s approach to strategy planning, especially within the Funding, Business Development, and Innovation practice areas. I believe my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an employee.

In my professional career, my few successes have stemmed are because of the skillset I possess. MS Excel, MS Project, MS Office, Power BI, WebEx Experience Management, Procurement, Vendor Management, Project Planning, Consulting, CRM System, Public Relations, Data Management, Procurement, Project management methodology, Stakeholder management Process Mapping, Operations, Stock Management, Risk Management, Agile Project Management, and Customer Relations are a few of the skills I can bring to the table. I am a diligent worker and an undaunted person who has an aptitude for data analysis, research, and management with strong business acumen.

For your reference and better clarity on my background, I have enclosed my resume with the application form. As I look to begin a career in the field of Project Management and Consultancy, this position spoke directly to my values and I would cherish the opportunity to work with you and this organization. I am excited to hear from you and discuss the role in more detail.

Sincerely,  
Ayushi Singh