8/20/2020

Staci McArter, Employee Success (HR) Manager

PharmaCord

6100 Dutchmans Ln, Louisville, KY 40205

Staci McArter:

My name is Jared Borah, and I am interested in applying for the IT position for the grad-to-hire program. I was informed about a position opening by receiving an email from saying when I apply, a recruiter will contact me

My plan is to graduate in May of 2021 with my Bachelors of Science in Business administration (B.S.B.A) for Computer Information Systems (CIS). During my time at the University, I have gained experience working with databases, Queries, and working on network security in my classes that I have taken. I have no work-related experience as of right now, but I want to expand my knowledge by doing a co-op. When it comes to working with databases and how they are administered through services like Microsoft SQL management studio, I am willing to further expand my knowledge about databases and working with you and your company to help distribute reports accurately. I am also willing to work in an office setting to expand my classroom knowledge.

In the early classes I took in the CIS program, I began learning the basics of Microsoft office with tools like Excel and Access to help my understanding of data entry. In my CIS 300 class, it helped me expand my understanding of MS Excel by using commands like V and H lookup. My skills with MS Excel are above intermediate and I understand how the commands work within this application. My database skills are considered to be close to intermediate as I do have classroom experience with SQL management studio, but I do not have any work-related experience with other database applications. During my time with the University, I have also worked with multiple systems like Windows 10 and Linux, so I know both systems within a classroom. I am a fast learner and willing to learn different systems that you use within your company, so I can adapt much faster and become familiar as I understand it. I also have beginner knowledge of programming as I took a class that gave me experience with C# and how software programs can be made through the use of Microsoft Visual Studio. As my skills are not at an expert level, I am willing to learn more as I am a fast and quick learner.

It would be a privilege for me to work at PharmaCord as an IT intern to share my classroom knowledge of what I have learned and expand my skills as I gain work experience. Please contact me by email jared.borah14@gmail.com, or any day by cellphone at (502)-428-4110.

Thank you so much for your time, and I look forward to hearing from you in the future.

Sincerely,

Jared Borah

4757 Cedar Grove Rd.
Shepherdsville, KY 40165

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