

Mark Dubay

March 21, 2009

Dear Carlos:

Your consideration of my background and qualifications for the Instructional Systems Designer position would be greatly appreciated. My experience and professional achievements are highlighted in the attached resume for your review and are indicative of the requirements of such position. The majority of my accomplishments were possible as a result of successfully interacting with cross functional teams while using a detailed approach to create processes and systems to assist clients in meeting their unique business demands.

One of my strengths is the ability to partner with the client to bring creative solutions to a shared vision. From generating more the \$350K in revenue to creating a process to comply with legal pay requirements, my focus is always to identify the needs of the client and invest the time, effort and follow-up to insure that the specific needs of the client is being addressed. Not only have I had the opportunity to build a breadth of knowledge in a variety of financial related software, but I have spearheaded projects with major impacts on organizational success. Additional achievements are highlighted as follows:

- Generated bottom - line savings of more than \$50K with one project.
- Instrumental in the implementation of cost - cutting practices.
- Eliminated risk of fines by working non-traditional schedules to meet reporting deadlines.
- Retained a Federal contract through efficient management of software production.
- Utilized a proactive approach to enhance department organization and communication

Thank you again for your consideration of my professional background. There is no question that I have a desire to grow my career with your organization. A personal meeting to further discuss how we can achieve a win-win opportunity for Frontline Systems would be greatly appreciated. You may contact me at your convenience at 210-. Thank you again for your time and consideration.

Sincerely,



Mark Dubay