

***Kendra Ford***

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David E. Singer  
NYS Department of State  
99 Washington Avenue  
Albany, NY 12231

Dear Mr. Singer:

Please accept my application for the Policy Analyst 1 (Public Authorities) position within the Department of State. As a current Department of Labor employee with several years of experience assessing and applying various organizational policies, I believe I am a qualified candidate who can resourcefully perform the duties of this role.

In my current position in the Unemployment Insurance Division of DoL, I am working to develop written policies for the Self-employment Assistance Program and have completed fact sheets and program materials that are now distributed to each workforce development office in the state. Completing this task required conducting research of similar SEAP programs, communicating with program directors, compiling data, and presenting an analysis of the findings to my work group with the goal of using this information to improve the program and our department's practices.

Prior to this, my work as a Claims Adjuster for State Farm Insurance afforded me the opportunity to analyze insurance programs and policies to ensure that they were interpreted and used correctly. I interviewed multiple clients and assessed claims for compliance within policy guidelines while accurately documenting findings. I also possess strong presentation skills. Having completed an MBA degree with a Management concentration, I have extensively refined my written and oral communication abilities, as the program focused on the development of top notch writing, research, and public speaking.

These experiences and others are detailed on the enclosed resume. I believe you will find they demonstrate my qualification for the Policy Analyst 1 position. I welcome a personal interview to discuss the position further. I can be reached at (518) 555-6868. Thank you for your consideration.

Sincerely,

Kendra Ford