**Thomas Sample**

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Mr. Career Coach

RBC Wealth Management, a division of RBC Capital Markets, LLC

102 S. Tejon Street, Suite 460

Colorado Springs, CO  80903

Dear Mr. Coach,

I’m grateful for your time and effort in preparing me for the next step in my career. I’m looking forward to participating in the Young Professionals Career Engagement Program and connecting with professionals in business project/program management or software engineering. My hope is that after successful completion of the program I’ll be able to pay it forward and similarly help the next generation.

As a former Navy Petty Officer, I have a wealth of experience managing small teams and utilizing project management principles. After leaving the Navy, I applied much of that experience to launching and managing an international nonprofit that resulted in impacting the lives of thousands around the world. To build on my practical experience and gain credibility I obtained a bachelor’s in Technology, Entrepreneurship, and Business Management (TEM), and recently graduated with a masters in Global Security with an emphasis in Cybersecurity, both from Arizona State University. During that process I gained an interest in software development which led me to attend Microsoft’s Software and Systems Academy for Cloud Application Development, where I also recently graduated. Backing up my professional experience and formal education I have gone through extensive training and have numerous certifications in project management, software engineering, UX design, and cybersecurity from LinkedIn, Cisco, Google, and Microsoft.

In addition to my diverse education, training, and professional experience, I have a wide range of personal interests and experience that have helped shape who I am today. I spent half my life living abroad in France where I learned to speak French and developed a unique world view. I’ve led groups of boys and men from as few as 4 to as many as 32 as an Eagle Scout and as a missionary regional manager. I’ve played soccer my entire life, enjoy tennis, MMA, and running marathons. And for fun I make electronic music, digital art, and do wood working. In some shape or form each of these aspects have helped me form the attributes of team building, creative thinking and problem solving, conflict managing, planning, reporting, and strong interpersonal skills.

I’m including this cover letter in addition to my resume, for further consideration. I look forward to working with you and connecting with other industry leaders. Thank you for your mentorship and guidance.

Sincerely,

Thomas Sample