

224 Jerome Avenue
Peekskill, NY 05823

March 1, 2012

Mark Greene
Vice President of Operations
TOP Aviation Consulting Group
1515 Mattapany Road
Harrisburg, PA 67834

Dear Mr. Greene:

I would like to express my interest in working as an Analyst with the TOP Aviation Consulting Group. I learned of this exciting opportunity through Embry-Riddle Aeronautical University, where I graduated with a Master of Science in Aeronautics and a specialization in Operations.

Managing complex, multi-million-dollar aviation and aerospace programs is my expertise. I have contributed to the design, fabrication, production, flight testing, and maintenance of systems developed for the military. Through my efforts and those of my team, we successfully:

- Developed and introduced new safety features, applications and technologies.
- Enhanced the performance, maintainability and operability of existing systems.
- Reduced system costs associated with development, deployment and maintenance.
- Controlled millions of dollars in aviation/aerospace resources and assets.

Most significant has been my continual success in delivering program milestones well under budget and ahead of schedule through my keen focus on every phase of each program.

Strong foundations in air carrier and airport operations and aviation management have been the core of my education and experience, as has training in quality management tools and philosophies. Statistical process control, Six Sigma, the 5Ss and the significance of continuous improvement are more than concepts to me.

As a team member of your organization, I can provide reliability, maturity, assertiveness and the ability to look at challenges as opportunities. My effective communication, interpersonal and organizational skills can surely be assets to TOP. I look forward to an opportunity to share with you additional information that might be valuable in your search for an Analyst. Please contact me at 916-555-4521 or mstride@email.com to arrange an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Mary Stride