**LAKRISHA DAVIS, MBA**

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**Date\***

Hiring Manager

Company Name

City, State

 **RE:** **Position Title\***

To Whom It May Concern:

With eagerness, I am applying for the position of **Position Title\*** that I learned about through **Referral/Source\***. After reviewing the position requirements outlined in the job description, I am confident that my education, skills, and experiences make me an outstanding candidate.

As a **Finance & Accounting Executive**, I am self-starting, incredibly analytical and innovative, and I truly enjoy a challenge. My entire reputation has been built on my passion to go against the status quo and find new ways the organization can develop, forecast and execute their financial strategies, and in a manner which delivers increased efficiency, cash flow and profitability while still considering potential risks and data results. I’ve earned an **MBA** from the DePaul **Kellstadt Graduate School of Management**, and my professional experience dates back 15+ years.

I have **several** ground-breaking achievements that I can speak about. However, I’d like to tell you about my experience at Rush, where management specifically sought me out after I made a name for myself at Northwestern. I was met with a challenge of money being left on the table for clinical trial studies... At the time, it was the norm for sponsors to formulate and initiate study milestone payments - and institutions to bill for pass-through costs only. But after some brainstorming with key management and staff, I was able to innovate a solution for us to finally bill for study milestone payments, which was previously unheard-of in the industry. This new approach allowed Rush to build an Accounts Receivable for clinical trial costs and invoice our sponsors. (It took some finesse to get all sponsors on board with the new billing, but they were appreciative after realizing how much time they could save.) Later, the Research Revenue Cycle department was born and I was then promoted to spearhead all 18 research departments across the hospital. So, not only did research clinical trial revenue transition from cash to an accrual method, but revenue and cash flow had significantly increased. This also helped in funding the development of Rush’s new building at the time.

More recently, I have leveraged my deep background to provide financial management and business oversight as a Consultant to Robert Half Accounting & Finance’s key clients. Right now, I am eager to locate a position where I can continue to offer my skills in leadership, strategy and analytics and all-around creativity and provide a positive impact. I know that the experiences outlined in my resume speak to the strengths and rare talents that I possess.

I look forward to meeting with you to discuss more about how my qualifications and how I can help your company achieve its goals. Thank you for your time in reviewing my application and resume. I appreciate your consideration and look forward to hearing from you.

Very Truly Yours,

Lakrisha Davis, MBA

Enclosure: Resume