

NOLA M. CLOUD

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July 5, 2023

Kai Chaska
Director
By-Lilly Consulting
345 Afternoon Drive
Kansas City, MO 64179

Dear Mr. Chaska:

I have the experience, education, and drive to excel as By-Lilly Consulting's new business consultant. I am currently completing an MS in Leadership, and I have experience in corporate training and quality control. My expertise is focused on six key areas that meet or exceed the requirements you are requesting for your open consulting position:

- **Leadership:** Held management position supervising over 12 staff members. Studied leadership styles and methodologies to gain insights into the cultural landscape of an organization and build effective teams. Presented workshops on leadership skills.
- **Training:** Created and delivered over 40 customized workshops with over 80% of clients requesting a return engagement.
- **Analytics:** Six Sigma Black Belt with experience analyzing quantitative and qualitative data and conducting Root Cause investigations. Recommended a change based on analysis that reduced costs by over \$5,000 within the first month of implementing changes. Diligently monitored data to ensure compliance with regulations, laws, and consumer protection.
- **Strategy:** Conducted internal company research on communication issues and developed strategies and training to strengthen communication skills and processes, resulting in an improvement in business performance.
- **Serve Diverse Clients:** Skilled in active listening and embrace collaborating with diverse clients, staff members, and leaders. Excelled in academic coursework that examined strategies for effectively managing a diverse workforce and cross-cultural communications.
- **Collaboration:** Successfully partnered with multiple clients on customizing training programs to meet their business needs. Collaborated across departments to create a company-wide culture of quality.

I would greatly appreciate an opportunity to discuss how I can contribute to the success of By-Lilly Consulting and learn more about the position. I can be reached at 123-321-1111 or nolacloud578@gmail.com.

Sincerely,

Nola M. Cloud

Enclosure (1)