

April 30, 2018

Town of Hempstead
Department of Occupational Resources
50 Clinton Street
Hempstead, NY 11550

Attn: Etta Banks, Case Manager

Dear Ms. Banks,

Enclosed is the Classroom Training attendance sheet that attests to attendance of the Microsoft Project class on April 24, 2018 at Stony Brook University. Because I missed the class in February due to illness, I had to wait until April for the next available class. It was a long wait, but the Project Management Certificate course is now completed as all the requirements have been finally met.

I am now exploring opportunities to work independently as a business coach and financial literacy instructor. The course, when combined with prior Six Sigma training, will provide me with a platform to improve the efficiency of small businesses and the effectiveness of programs offered by community organizations.

Thank you very much for your guidance and interest in the success of your clients.

Regards,

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