

To Whom It May Concern:

My name is Douglas Sharma. I am a graduate of Carnegie Mellon University in Pittsburgh and have completed a two-year course in the Culinary Arts and Business Hospitality Program at the Art Institute of California, San Francisco. My undergraduate degree is in public policy and the social/political sciences, with a strong focus in environmental policy, food policy, and social policy. My graduate degree is in public policy: food and environmental discipline. I have a minor in fine arts with a focus in broadcast media, marketing, event planning and advertising/communications. I am currently taking a sabbatical and am writing to introduce myself to you in the hope that you might consider me for an opportunity within your organization.

My education and work experience have taught me a great deal about public policy and the social sciences on a global scale. Combined with exceptional verbal and written communication competences, the following career skills make me a unique and desirable candidate:

- **Desired Skills** – Microsoft SQL. Direct Marketing/Media Buying. Film/Media Production. Social Media Proficient. Data Analysis/Regression/Visualization. Brand Management. Digital Media Marketing. Consulting. HTML/Java Script. Basic Web Design. SEO, SEM, SMM
- **Abilities** – B2B/B2C Advertising/Sales. Website Management. Content Writing. Communication. Lead Generation, Lifecycle. Cross-sell/Up-sell. Digital/Informational Campaigns. Food Service Production. Intermediate Spanish. Beginner Russian. Recruiting/Onboarding. Market Strategy. Campaign Strategy. Statistics Analysis & Regression.
- **Self-Starter** – 3 Years of Management (started my own business 2014). Research. Portfolio/Inventory Management. Political Advocacy. Customer Relations.
- **Creative** – Videographer/Editor. Print/Media. Culinary/Pastry. Visual Artist. Food Service Production.
- **Professionalism** – Microsoft Office. AutoCAD. Java Script/RubyRails. Final Cut Pro HD 5-10. Adobe Creative Suite. DVD Studio Pro. Final Stage. Compressor. AVID. Mudbox. AutoCAD. Stella. Tableau. Dreameaver. inDesign. VoterActionNetwork. Votebuilder. Salesforce.
- **Qualifications** – BFA. MPA. Google ADwords Partner. TAP Certified.

I am highly desirous of continuing my career and hope my education; skills and potential are a good match with your needs. I respectfully ask for the opportunity to tell my story to you and your colleagues, and to convey why I believe that I can be a valuable and hardworking member of your team. Please feel free to visit my website: [douglasjsharma.com](http://douglasjsharma.com)

Sincerely,

Douglas Sharma