Systems - Business Analyst

Requirements:

Description:
Immediate short term contract for strong accountant with stellar Crystal Reports experience. This position will support the Controller develop the financial reporting as a result of a new system conversion. Your background must include advanced Crystal Reports experience. Qualified candidates may submit a resume to debbie.merrill@rhmr.com or call 503 525 8853 for further details.
All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

Robert Half Management Resources is the world’s premier provider of senior-level accounting and finance professionals on a project and interim basis. Through our parent company, Robert Half, an S&P 500 firm, we've been matching skilled professionals with the right jobs for over 60 years. With more than 145 offices in North America, Europe, and the Asia-Pacific region, we provide senior-level consulting opportunities with companies of all sizes.

As a consultant for Robert Half Management Resources, you will assist our client companies, from high-growth startups to the FORTUNE 1000®, with their toughest finance and accounting challenges. You will earn market-competitive pay, and we pay for every hour worked. You will have access to an array of benefits including health and life insurance (U.S. only)*, over 8,000 online skills training courses and free continuing professional education (CPE) training. We encourage you to work with us to find out why FORTUNE® magazine ranked us #1 in our industry on their list of the "World’s Most Admired Companies" (March 22, 2010).

Robert Half Management Resources is an Equal Opportunity Employer. Apply for this job now or contact our branch office for additional information:

Portland
222 SW Columbia St
Suite 800
Portland, OR 97201-6608
Phone: 503.525.8853
Fax: 503.224.0190
Email: portland@roberthalf.com
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Email: portland@roberthalfmrmr.com

Apply Now
Example Cover Letter Worksheet Email

From: Jerry Rigg <jerry.rigg.9876@mail.linnbenton.edu>
Date: Thursday, January 30, 2020 at 10:30 AM
To: <WR227@ClarityCorvallis.com>
Subject: (WR227 Rigg, Jerry) Cover Letter Worksheet for Robert Half

Title and brief description of job:

Business Analyst for a client of Robert Half Management Resources, a temporary staffing company. Will help the Controller (Comptroller) – assumed to be at executive level – to develop financial reports.

Gender/rank/honorary title (e.g., Dr., Mr., Ms, Sgt., etc.), name, and job title of the person you will write:

In the posting, “for more information” gives an email and phone number for Ms. Debbie Merrill, Recruiter. Being smart, I called her to verify the letter should be addressed to her, and to verify her postal address. This had the added advantage of starting to build a relationship.

Where you found out that name:

As mentioned above, in the job posting and a follow-up phone call.

Complete postal mailing address -- or as close as you can get to it -- that you would put on an envelope (the person's name, company/organization, and postal mailing address):

Ms. Debbie Merrill, Recruiter; Robert Half Management Resources; 222 SW Columbia St., Suite 800; Portland, OR 97201-6608.

Salutation:

Dear Ms. Merrill:

Attention-getting points that should go in the introduction (A-G O):

I am an expert in Crystal Reports (specified in the posting); I designed and taught advanced courses in the product at a community college. I worked as a Robert Half temp once before, seven years ago, with great reviews. I can learn and become productive very quickly. I enjoy working in a variety of locations (future contracts!), and I am very comfortable working with executives (and vice versa).

Specific skills/experience that make you (or will make you) perfect for this particular job:

I had experience doing a similar systems conversion project at a previous employer. I have taught advanced Crystal Reports classes at the local community college.
Specific training/education that makes you (or will make you) perfect for this particular job:

I have completed most of my training as a CPA, and will become a Certified Business Process Analyst within the next 18 months.

Any other 4SQ points not mentioned above:

I am interested in a long-term relationship with Robert Half Management Resources.

What, exactly, do you want the addressee to do after reading the letter:

Let me know that my qualifications are right for the job, bring me in for an interview, and then assign me to the position.

Anything else to take into account?

I need to impress two different audiences with the same document set! Because this is a temporary staffing agency, I am writing the recruiter. She will forward a selection of qualified candidates to the client company, and the client will pick one. So:

• The recruiter will be interested in my ability to “hit the ground running,” to get along with just about any client, and to professionally represent Half’s pool of temps. When this job is done, there will be others.
• The client will be interested in how well I can do the job, how fast I can come up to speed, and how well I will fit in with the people there.
February 1, 2020

Ms. Debbie Merrill, Recruiter  
Robert Half Management Resources  
222 SW Columbia St., Suite 800  
Portland, OR 97201-6608

Dear Ms. Merrill:

It would be an honor to rejoin Robert Half and again work with your discerning clients. Your recent job posting for a Systems-Business Analyst exactly describes my qualifications and interests, and I would appreciate the chance to discuss this in person. I am a highly experienced Crystal Reports user, and have taught the advanced features of the application at local community colleges to rave reviews by my students. I am very comfortable working with executives, and have successfully completed projects similar to the one you describe in your advertisement.

Seven years ago, I worked for Robert Half Management Resources for eighteen months as an accountant. The clients to whom I was assigned were very pleased with my work. While employed at Enron, I helped lead an accounting system conversion designed to increase value to our shareholders. I completed the project well under budget and within schedule, and received a special commendation from Mr. Skillings just prior to his incarceration. During the last five years, I have been employed by AIG Insurance as a systems analyst, working closely with executives and members of the board of directors in an advisory capacity. I am a very fast learner, and can become productive in a very short time.

I think that you will agree that my business experience, my ability to build relationships with executives, and my specific skills with Crystal Reports will allow me to effectively represent Robert Half Management Resources as I serve your clients. After you review the enclosed résumé, please call me at your earliest convenience to schedule an interview.

Sincerely,

Jerry Rigg