

## For further information

Contact Jude-Employment Co-ordinator- Phone DDI 03 353 4161

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### **LETTER OF INTRODUCTION**

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To whom it may concern:

My name is Emre Erturk, and I would like to take this opportunity to introduce myself. I have New Zealand Permanent Residency, and I am seeking a position in NZ where I can apply my experience, proven skills, and qualifications. I am open to working in different sectors but especially Education / Training, Government / Public, Information Technology, or Accounting / Financial Analysis. I am motivated and adaptable. Here is a summary of my experience, qualifications, and skills:

- I have worked in a variety of roles in the past and presently:
  - Research Analyst (4 years)
  - Assistant Professor (2 years)
  - I. T. Instructor (2 years)
  - Accounting Specialist (5 years)
- My qualifications are at the highest level as reviewed and accredited by the NZQA:
  - Ph.D.; University of Oklahoma (USA) 2007 --- NZQA Level 10
  - Master's; Bowie State University (USA) 2000 --- NZQA Level 9
  - Bachelor's; University of Maryland (USA) 1997 --- NZQA Level 7
- In addition to completing my master's degree in information systems, I have expert skills in a variety of I.T. software tools across different operating systems:
  - Enterprise Databases (Oracle/PeopleSoft)
  - Reports, Queries, and Data Warehouse Systems
  - Office Applications; all Microsoft Office products e.g. PowerPoint, Word, Excel, and Access (all versions including 2010 Beta)
  - Statistical Analysis software; SPSS and SAS
  - Query and Markup languages; SQL, HTML, Visual Basic, and others
- In addition to completing courses in Accounting, Finance, and Economics during my university and subsequent studies, I performed various Accounting tasks including:
  - Creating General Ledger entries
  - Account Reconciliations
  - Configuration and implementation of Accounting and Finance software
  - Preparing monthly, annual, and ad hoc financial reports
  - Entering Budget data and helping to track compliance to the limitations

In addition to the above, in my current role, I have analyzed and provided statistics and information that have contributed to quality assurance, performance measurement, planning, and decision making. I appreciate your time in reviewing this letter as well as my CV, which will give you an even more complete and detailed description. I look forward to an opportunity to meet with you to discuss how I can make an effective and productive contribution to your organization.

I welcome contact via email and would make myself available in NZ for interview at a convenient time.

Yours sincerely,  
*Emre Erturk*

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