

June 2, 2014

Jeff Cardell, Personnel Services Director
City of Fresno
2600 Fresno Street, Room 1030
Fresno, CA 93721-3614

Dear Mr. Cardell,

I am submitting my name as a candidate for the Controller/Finance Director position at the City of Fresno (Fresno). After reading the list of qualities that Fresno has noted for their ideal candidate, I have the experience and skills to meet their requirements. My experience includes:

- 25 years of governmental finance experience, 20 years of which was obtained at Fresno.
- 8 years of budget building and analysis experience obtained at Fresno's Budget and Management Studies Division
- 12 years of budget, financial statement, billing, payables, payroll, debt service/issuance, capital project accounting, and managerial experience obtained as Management Analyst III (Airports Finance Manager) at Fresno's Airports Department.

My tenure with Fresno has enabled me to develop the following skills:

- Develop and deliver information in presentation format to the Mayor, City Council, City Manager, Department Directors, and staff.
- Maximize interpersonal abilities in order to both function as a team-member, and to form teams.
- Recognize opportunities, technologies, and processes from a variety of disciplines, and apply them to the work environment in order to improve work conditions and maximize resources.

I believe that my tenure with Fresno provides me with a distinct advantage over other candidates for the position. To put it simply, I already have working relationships with policy makers and staff throughout the organization and within the Finance Department. I also have a strong understanding of the fiscal issues facing Fresno, areas of strength within the Finance Department, and opportunities for improvement in the Finance Department. These relationships and understandings will enable me to tackle the job's duties efficiently and effectively, without engaging in the "learning curve" that a candidate from outside the organization will have to experience.

In short, I have the experience, the skills, and the knowledge necessary to be an effective Controller/Finance Director for Fresno. I have attached my résumé for your review. I would be happy to meet with you at your convenience to discuss my qualifications further. Thank you for your consideration.

Sincerely,



Michael Lima