

ARTHUR LECHTHOLZ-ZEY

- ADDRESS SUPPRESSED FOR PRIVACY ON ONLINE VERSION •
- Arthur@DeltaWerx.com •

Dear Sir or Madam:

I am writing to express my keen interest in joining your firm. Throughout my formative educational and professional years, I have become acutely aware of the importance of effective management in business. My expanding knowledge of the management industry, combined with personal introspection, has affirmed and furthered my interest in the field. It has been my observation that successful businesses depend on the devotion and talents of individuals with highly developed management skills. I am indefatigable, efficient, principled in thought and action, and I believe that I fit your profile of a potential account executive.

My professional experience and technical skills are as strong a testament to my management potential as my personal integrity. Five years ago, I established LOGIC, a philosophy club at UCLA, which I quickly developed into a 501(c)(3) non-profit corporation and still run to this day. As Chief Executive Officer, I have employed and honed my acumen for efficiency and organization and explicitly realized my untapped passion and talent for management. Cultivating the skills necessary to be an effective manager has been the most demanding and rewarding aspect of running LOGIC. In leading weekly discussion groups, I have become a strong, clear communicator, able to think quickly "on my feet" and tactfully guide others. To streamline our activities, I have developed and implemented a variety of strategies, including web-based applications and improvements to our project workflows. Orchestrating numerous events (some with attendance in excess of 500 people), I have mastered the art of negotiating with UCLA's administration and become proficient in marketing through a variety of channels (including radio interviews). As CEO, I manage LOGIC's other officers, including recruiting, training, and assigning tasks. Naturally, my method of training and directing has evolved as I have gained experience recognizing and evaluating my officers' skill sets and natural inclinations.

As IT Coordinator for the Ayn Rand Institute (ARI), I have taken considerable initiative. Whereas such a position typically involves merely reacting to immediate problems as they arise, I have taken a proactive approach to increase productivity. For example, as ARI expanded, I outsourced our helpdesk requirements and continue to oversee them. I made detailed observations of various departments and their workflow and managed the development of web-based applications to improve efficiency. My knowledge of computers and technology enables me to determine precisely how specific problems can be solved with particular tools.

In May 2009, I graduated from the UCLA School of Law. Although I do not intend to pursue a law-related career, I have learned a great deal about the legal issues that confront businesses. Most importantly, getting a legal education helped to expand my general skill-set and developed my ability to apply my knowledge and analytical skills in a diversity of situations.

I would be a valuable asset to your firm because I am intelligent, determined, and a fast learner with a great deal of initiative and a commitment to excellence. I am able to adapt quickly to changing circumstances, manage stressful situations with ease, and meet strict deadlines. My academically diverse background has prepared me to take an objective approach to identifying problems or inefficiencies and developing effective, logical solutions. In addition, I have an exceptional ability to multitask and to see both the "big picture" and the details necessary to bring that picture to fruition.

Please review my attached resumé in consideration of a position with your firm. If you have questions or would like further information, including references, please contact me. I would be delighted to interview with you and your team and look forward to hearing from you.

Thank you for your time and consideration.

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Executive Summary

I am a recent law school graduate with a B.S. in mathematics and 5 years experience running a professional philosophy organization that I founded. In addition, I have 11 years professional IT experience, including private consulting, programming, and project management. I have strong analytical, problem-solving, and communication skills, and an eye for efficiency.

Education

- Juris Doctor** May 2009
University of California, Los Angeles
- Bachelor of Science in Mathematics of Computation** (Summa Cum Laude) June 2005
University of California, Los Angeles

Work Experience

- LOGIC** September 2004 – present
Chief Executive Officer
Founded and run 501(c)(3) philosophy organization; direct long-range goals of the organization; supervise other officers; manage resources and finances; plan high-profile speaking events; lead weekly discussion forum
- The Ayn Rand Institute** October 2006 – present
IT Coordinator
Oversee help desk; manage and implement development of web applications; maintain and service onsite technology assets
Education Department Assistant
Established college Objectivist clubs across the country; provided support and resources to existing clubs; organized speaking events; designed and implemented a database application to streamline tracking clubs' statuses and development
- Talk Objectivism** October 2007 – present
Host
Lead weekly Internet radio show about cultural and social issues; promote show; manage guests and blog posters
- The Undercurrent** January 2007 – October 2008
Distribution Officer
Marketed intercollegiate newspaper to students and philosophy organizations across the country
Web Developer
Developed a web application for staff to track orders, donors, and manage project workflow
- Duckett-Wilson Development Company** September 2001 – September 2005
Network and Systems Administrator
- UCLA Office of Residential Life** September 2003 – September 2005
Residential Computing Resource Consultant
Resident Technology Coordinator

Computer Skills

- Computer Languages**
HTML, JavaScript, PHP, SQL, C++, ASP, Java
- Operating Systems and Software**
Knowledgeable in Windows workstation and server editions, Mac OS, Linux, Microsoft Exchange 2003/2007, Microsoft Office Suite 2003/2007

Personal Interests and Activities

- UCLA Men's Rowing**, Varsity September 2004 – December 2006
- UCLA Triathlon**, Performance Tier September 2008 – present
- Boy Scouts of America** 1999 – 2003
Eagle Scout Rank
- Alpha Gamma Sigma** September 2000 – June 2002
Public Relations Officer
Marketed the activities of the honors society through print media
- Languages**
Conversational Russian, rudimentary French
- Hobbies**
Weight lifting, classical music, writing, musical performance (voice, piano, and flute)
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