

Zachary Eagy  
903 Putney Court  
Matthews, NC 28104

September 19, 2019

United States Bankruptcy Court  
Western District of North Carolina

Dear Hiring Manager,

I am writing to inquire about the notice of vacancy for an Information Technology Support Specialist.

This position was made aware to me through a career fair at UNC Charlotte. During this time, I was able to speak to Ashley Espinosa; Our conversation quickly sparked my interest in not only working for the Federal Government, but as well as providing technological support within the Bankruptcy Court.

In May, I will be completing my degree in Business Analytics. During my studies, I quickly found that law and business were interests of mine; Similarly, this position encapsulates both subjects. A vital component of business analytics is problem solving, a strong suit of mine. Throughout my academic career, I have been introduced to many advanced software programs, a skillset compulsory to this position. This past summer, I had the pleasure of interning on the administrative side of a financial group. In which, I was exposed to software programs in a real-life setting, as well as working in an office environment. I was able to learn the systems so quickly that I was coined the nickname of, *in-house IT*.

The role of Information Technology Support Specialist requires an independent individual, but one with a strong team player ability. At UNC Charlotte, I am honored to be a Founding Father of the Alpha Tau Omega Fraternity- Lambda Delta Chapter. In addition, I serve on the executive committee as the Social Service Chairman. Similar to the years on various sports teams, my time in the Fraternity has taught me what it takes to lead from both an independent and group perspective.

It would be my privilege to offer my skillsets to the United States Bankruptcy Court.

Thank you for your time and consideration.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Zachary Eagy', with a stylized flourish at the end.

Zachary Eagy

# Zachary Eagy

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## EDUCATION

**University of North Carolina at Charlotte, Charlotte, NC**- *Currently Enrolled*

May 2020

*Belk College of Business: Bachelor of Science, Business Analytics*

Dean's List - Fall 2018

*Relevant Coursework:* Management and Organizational Behavior, Business Statistics, Business Computing, Principles of Economics (Macro & Micro), Principles of Accounting (I & II), Managerial Economics, Financial Management, Operations Management, Econometrics, Intro to Business Analytics, Programming for Business Analytics

## EXPERIENCE

**Plancentric Financial Group**- *Intern*

May 2019 - Current

- Assisted Wealth Management Advisors, focusing on creating comprehensive planning and meeting packages
- Analyzed data with team members to produce the most effective financial plans
- Developed financial software and CRM system skillsets

**The Loyalist Market, Matthews, NC**- *Server*

May 2018 - May 2019

- Memorized dynamic menu of cheese and charcuterie to illustrate to customers
- Presented and explained dishes to patrons
- Remained calm during fast-paced situations

**Raintree Country Club, Charlotte, NC**- *Camp Counselor*

June 2017 - August 2017

- Examined various situations to effectively organize groups
- Trained new counselors in order to productively teach camp members
- Endured tedious work environments with patience

**Chick-fil-A, Anderson, SC**- *Team Member*

January 2017 - May 2017

- Cooperated in managing the kitchen in a more efficient manner
- Educated new employees on successful working habits
- Adapted to differing positions that varied from food preparation to guest services

## LEADERSHIP ORGANIZATIONS & PHILANTHROPY

**Alpha Tau Omega**, *Founding Father (Lambda Delta Chapter)*

January 2019- Current

- America's Leadership Development Fraternity
- Social Service Chairman- *Executive Committee*
  - Organized volunteer projects on and off campus for the Fraternity

**The National Society of Leadership and Success (NSLS)**, *Member*

January 2019- Current

**Joy Prom/ Charlotte**

April 2014- Current

- Hosted a special needs date at an annual prom
- Dedicated time to the event and preparation

**Service Project in Peru**

July 2018

- Responsible for leading group of youth in Huacho, Peru

FEDERAL JUDICIAL BRANCH  
APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name (Last, First, Middle Initial)	2. Phone Number
3. Present Address (Street, City, State, Zip)	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth (complete only for law enforcement positions)

GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, give the Country of your citizenship
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                      Grade                      Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Date of Completion
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b. Name and location of colleges or universities attended <i>(including law schools)</i>	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended *(list name/location of school, dates attended, subject studied, certificates received, and other pertinent data):*

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

18. a. Are you admitted to the Bar?

☐ YES
☐ NO

If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b.

Is your Bar membership

☐ ACTIVE
☐ INACTIVE

b. What was your scholastic standing in law school?

☐ UPPER ½
☐ UPPER ⅓
☐ UPPER ¼

c. Were you a member of an editorial board of law review or a moot court participant?

☐ YES
☐ No

**19. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)*

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_