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# Example of Program Planning Scheduling Analyst Cover Letter

652 Dare Lock
Bryanthaven, NE 55708-9511

**Dear Frankie Mueller,**

In response to your job posting for program planning scheduling analyst, I am including this letter and my resume for your review.

In my previous role, I was responsible for project management expertise and support or lead key project work streams, working with the full project life cycle, following project governance processes.

Please consider my qualifications and experience:

* Supports program hardware and software procurement by researching pricing information and gathering quotes, and entering items that are listed on engineering drawing’s Bill Of Materials (BOMs) into Engineering Property System (EPS), so that buyers can issue Purchase Orders
* Manages various forms and waiver processes, such as Single Sole Source Justification (SSJ), IT Waivers forms and Chemical Review Surveys
* Ensures all hardware/software deliveries align with the schedule of the Integrated Master Schedule (IMS)
* Professional proficiency with MS Office Suite applications Word, Excel, PowerPoint and Outlook
* Working knowledge of Federal Acquisition Regulations and property-related electronic tools and business applications
* Utilizes Gantt, PERT milestone charts, EVM and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas
* Possess intermediate to advanced skills in MS Project and the detail development of a resource loaded IMS
* Full understanding Earned Value Management (EVM) practices and be able to support implementation on programs

**Thank you for taking your time to review my application.**

Sincerely,

Reese Lakin