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# Example of Program Planning Scheduling Analyst Cover Letter

22219 Mila Heights
North Elden, ND 69735

**Dear Blake Blick,**

Please consider me for the program planning scheduling analyst opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for guidance to project managers (Project Life Cycle, best practices, content/subject matter expertise, leadership, project requirements understanding, etc.) and provides project oversight.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Experience working with MS Project or Primavera and the detail development of a resource loaded IMS
* Knowledge of MS Project or Schedule Risk Assessment Software, such as Primavera
* Proficient in MS Project or Schedule Risk Assessment Software, such as Primavera
* Experience creating, maintaining, analyzing and manipulating Excel spreadsheets with complex formulas
* Milestone Professional, WBS Pro, Schedule Risk Analysis software
* An active in-scope DoD Interim Secret or Secret Clearance
* Knowledge with Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) development
* Active, In-scope DoD Top Secret and/or SCI Clearance

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

Sincerely,

Jordan Hansen