

# Acquisition Analyst Cover Letter

19089 Cayla GatewayKrajcikville, CA 69916

**Dear Dallas Smith,**

I am excited to be applying for the position of acquisition analyst. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for expert knowledge of Acquisition Strategies, Defense Acquisition Executive Summaries, Acquisition Program Baselines, Selected Acquisition Reports, and other acquisition reporting requirements.

Please consider my experience and qualifications for this position:

- Possession of excellent interpersonal and oral and written communication skills, including creating, fostering, and maintaining a positive and collaborative environment
- High level of familiarity with Microsoft Office Suite, specifically MS Excel, Word and Outlook
- Strong systems skills, prior exposure to using an ATS and/or HRIS preferred
- Experience in the DoD preferred
- Completion of DAU training
- Demonstrated experience supporting CBJB or similar Agency/Community wide reporting
- Expertise with Microsoft tools (Outlook, Excel, Word, and PowerPoint)
- Knowledge of FAR, DFARS and contract administration

**I really appreciate you taking the time to review my application for the position of acquisition analyst.**

Sincerely,

Denver Schamberger