

Acquisition Analyst Cover Letter

99066 Carey Estates Jacobiport, GA 62051

Dear Parker Batz,

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 the previous role, I was responsible for acquisition and analysis support in drafting Acquisition Plans, Justifications and Approvals (J&A), and Procurement Requests (PRs) including Contract Data Requirement Lists (CDRL).

Please consider my qualifications and experience:

- Self driven individual who will be able to manage client/customer interactions smoothly
- Advanced MS Excel, MS Access, MS Powerpoint
- Proficient in Microsoft Office, Microsoft Excel, Word, Power Point and Financial Management Systems
- Highly motivated self-starter with the willingness to learn
- Experience utilizing the DoD 5000 Series acquisition management framework and writing DoD 5000 Series acquisition documentation (to include Acquisition Decision Memorandums, Acquisition Plans, and Acquisition Strategies)
- Proficient in the use of Microsoft Excel, Word, PowerPoint and SharePoint
- Knowledge of Intelligence Community budgetary principles and procedures
- Demonstrated knowledge of acquisition management regulations, practices, policies and procedures including major system acquisition lifecycle resource planning and Acquisition Program Baseline development and PMP's

Thank you for your time and consideration.

Sincerely,

Zion Barrows