

Acquisition Analyst Cover Letter

8108 Cassin Rest Joneshaven, TN 32447-4580

Dear Baylor Connelly,

I would like to submit my application for the acquisition analyst opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for acquisition support and assist program managers in drafting program and acquisition documentation and performing risk assessments;

My experience is an excellent fit for the list of requirements in this job:

- Maintain and administers applicable mapping systems
- Utilize research tools such as Metrostudy to assist in land and market evaluations
- Assist Director of Land Acquisitions in daily land research responsibilities
- Assist in preparation of HOA / CCR formation documents
- Coordination with Management Company vendor for day-to-day items
- Maintain list of community HOA's in which Meritage is actively participating
- Maintain list of contacts / responsibilities for each community – management company, board members (Meritage employees), voting responsibilities
- Strong people skill including a demonstrated history in developing strong recruitment & service capabilities

Thank you for considering me to become a member of your team.

Sincerely,

Cameron Keeling