

# Acquisition Management Specialist Cover Letter

76037 Taryn Plaza South Bradleyhaven, AK 69109

**Dear Sam Kemmer,**

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

In my previous role, I was responsible for consultation and serves as a resource to client base regarding performance management, compensation administration, job design and organizational effectiveness.

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:

- DoD and Air Force acquisition processes and execution (cost, schedule, performance, and risk) of a program
- Experience in scheduling (MS Project) and assessing Integrated Master Plans and Schedules
- Air Force Material Command and Air Force Life Cycle Management Center policies, processes, and procedures
- DoD 5000.02 and AFI 63-101 policies, processes and procedures
- AF POM/Budgeting
- Prepare Statement of Work (SOW) requirements for new efforts
- Experience working as a program manager in AFLCMC
- Experience with USAF Aircraft logistics or sustainment programs

**Thank you for your time and consideration.**

Sincerely,

Armani Jacobs