

Acquisition Support Cover Letter

443 Herlinda PortsWest Kirstin, TX 79208

Dear Hayden Mitchell,

I submit this application to express my sincere interest in the acquisition support position.

In the previous role, I was responsible for subject matter contracting expertise sufficient to identify, understand, analyze, articulate, and ensure compliance with acquisition (especially information technology) contracting regulations, guidelines, policies, processes and procedures.

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

- Proven track record designing/redesigning processes with a focus on efficiency
- Know how to use data/reports to drive tactical improvement and/or to communicate the business story
- Broad understanding of various HR functions
- Requires an active Top Secret/SCI Security Clearance from Day One
- Knowledge and experience with the AF Supply Management concept of operations is preferred
- Knowledge and experience with DoD supply systems and databases to include, Integrated Logistics System – Supply (ILS-S) and DO43 Item Management Control System is preferred
- Demonstrated analytical, interpersonal, and problem-solving skills
- Demonstrated experience working with and briefing senior program managers

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Skyler Considine