

Analyst, Acquisition Cover Letter

113 Ward IsleForeststad, LA 85070

Dear Phoenix Emmerich,

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

Previously, I was responsible for internal and external hiring data to help establish the recruiting strategy and set reasonable search expectations.

Please consider my qualifications and experience:

- Works as part of a small multi-functional product team
- Coordinates activities with geographically dispersed stakeholders
- Develops and writes acquisition packages to include Acquisition Plans, Services Acquisition Strategy, Acquisition Strategy Reports, Justification and Approval, Determination and Findings
- Participates and potentially leads weekly product Integrated Product Teams for Acquisition Planning
- Coordinates with Army Contracting Command on development of documentation and status of activities
- Interfaces with higher level staffs
- Integrates, works with, and coordinates with multiple teams and the Business Management Office to synchronize contract actions and activities associated with the acquisition requirement package and overall acquisition strategy
- Experience in development of acquisition strategies, acquisition plans, and acquisition requirements packages

Thank you for your time and consideration.

Sincerely,

Emery Runolfsdottir