

# Analyst, Acquisition Cover Letter

8137 Elenora DrivesNew Nick, MO 87170-4010

**Dear River Runolfsdottir,**

Please consider me for the analyst, acquisition opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for the organization with an executive search process that mirrors service received from best external executive search firms.

Please consider my experience and qualifications for this position:

- Direct experience with NAVSEA acquisition contracting processes including Acquisition Review Boards, Navy Program Decision meetings, Acquisition Program Baselines, and related processes
- Experience providing acquisition support to US Navy combat and weapons systems programs
- Highly organized and able to work to short time lines
- DAWIA Level I Certification in Program Management
- DoD acquisition process knowledge and experience (generating Acq Plans, Acq Strategies, J&As, PRs) and proficient level of knowledge of the DoD Acquisition milestone process and requirements
- Be able to concisely and accurately report data analysis
- Have an engaging style that puts audience at ease, while also increasing confidence in HR
- General understanding of commercial real estate leases

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

Sincerely,

Spencer Thiel