

Analyst, Acquisition Cover Letter

92361 Huel Squares Dickberg, MD 24661-0467

Dear Zion Wintheiser,

I am excited to be applying for the position of analyst, acquisition. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for administrative support to search committee Chair and search committee members by preparing candidate documents, scheduling search committee meetings, and maintaining search notes.

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:

- Extensive experience in market research and analysis
- Understanding of DoD 5000 series requirements and US Army documentation requirements
- Asset Management Background preferred
- Some experience participating in risk programs for DoD systems engineering programs (identifying risks, defining risk statements, conducting risk assessments, developing mitigation plans, managing risk registers, and facilitating risk reviews)
- Utilizes the CNext CAS program (electronic case finding) to find cases
- Designates each case as analytic or non-analytic for the abstracting team
- Prepare land books and corporate approval package, ensuring compliance with standardized formats – particular focus on market analysis, competition and executive summary sections
- Produce blueprints and map products for County departments, townships, and the public

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

Sincerely,