

Analyst, Contract Cover Letter

18441 Phillip Turnpike Rosemariehaven, UT 39963-9810

Dear Spencer Langosh,

I submit this application to express my sincere interest in the analyst, contract position.

Previously, I was responsible for technical assistance for underlying business needs from ambiguous requests by using different tools, techniques, and applications we support.

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:

- Facilitate contract negotiations with business stakeholders through identification of term conflicts and non-standard conditions
- Draft contracting language where needed to support business direction
- Establish all contract data functions within SAP and other CMS tools, ensuring all tasks, data work-sets, timelines, and contract updates are accurate at all times
- Proactively partner with business and customer stakeholders and provide contracting trends, ideas, and concerns
- Identify, investigate, and resolve or provide recommendations to resolve contract issues and their root cause
- Implement key contract obligations throughout contract such as price increases, renewals, affiliate hierarchy, to ensure life-cycle events are accurate and on-time
- Identify and contribute to process improvements to achieve and sustain contracting excellence
- Excellent working knowledge of PC and Microsoft Word

Thank you in advance for taking the time to read my cover letter and to review my resume.

