

Analyst, Contract Cover Letter

8939 Stokes MissionEast Claude, DE 55844

Dear Emerson Wunsch,

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

In my previous role, I was responsible for integration support for all business applications through analysis, design, development, testing and 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:

- Prior contracting experience is preferred
- Partner with various internal stakeholders including the Law Department, Sales, Engineering, Product Management, Quality and Operations to ensure all appropriate approvals are received prior to execution of a contract
- Attend meetings/calls with the Law Department, Product Management, Sales or Procurement teams to identify and address material issues related to proposed agreements and amendments
- Educate Sales and other internal stakeholders on key business points, the contracting process, and how to navigate through the contracting process
- Juris doctorate from an accredited law school is strongly preferred but not a requirement of the post
- Experience should involve transactional processing, monitoring customer compliance, problem solving, research, and analysis
- DAWIA Level II certification in Contracting
- An active a DoD Secret clearance

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

Sincerely,