

Defense Research Analyst Cover Letter

4270 Smith LodgeFritzchester, MN 93833-5552

Dear Azariah Wilkinson,

In response to your job posting for defense research analyst, I am including this letter and my resume for your review.

In my previous role, I was responsible for executive Secretariate support to DNI/NCSC to enable the conduct of DNI security board governance of the IC Security programs.

Please consider my qualifications and experience:

- Experience with advanced search techniques, information databases, data visualization, and related tools
- Experience with direct client interactions, including supporting project delivery, delivering presentations, leading client meetings, and working independently, creatively, and analytically in a problem-solving environment
- Knowledge of Microsoft Office Suite, including Outlook, Excel, Word, and PowerPoint
- Knowledge of Air Force policies, processes, organizational structures, and command relationships
- Knowledge of Planning, Programming, Budgeting, and Execution processes
- Knowledge of Air Force headquarters workflow processes
- Knowledge of Shipboard Combat and Weapons systems, including the AN/SLQ-32 Electronic Warfare System, AN/SPY 1 Radar System
- Experience with senior-level management and engagement

I really appreciate you taking the time to review my application for the position of defense research analyst.

Sincerely,

River Gleichner