

# Defense Research Analyst Cover Letter

642 Ambrose VillagesSmithamtown, IA 21736

**Dear Emery Wehner,**

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 weekly updates on research progress to the principal investigator through Trello and Google docs, maintain a detailed and up-to-date electronic notebook through Benchling, and participate in and present at group meetings.

Please consider my qualifications and experience:

- Knowledge of US Air Force operations and missions
- Experience as Air Force staff or equivalent DoD work preferred
- Experience with critical asset evaluation and continuity of operation planning
- Experience with the Marine Corps at senior company grade (O-3), junior field grade (O-4), or senior staff noncommissioned officer (E-8/9) level
- Experience with leading ad-hoc project teams with requirement to provide defined, tangible deliverables, including formal reports and briefings
- Experience with serving at a General Officer level staff or at the Pentagon
- Knowledge of Navy and Marine Corps organizational and operational concepts, structure, and equipment
- Knowledge of the Headquarters Marine Corps organization, mission, functions, and responsibilities

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

Sincerely,

Corey Spinka