

Defense Research Analyst Cover Letter

18933 Pamella LocksLake Laitown, OK 32704

Dear Onyx Borer,

Please consider me for the defense research analyst opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for draft inputs for Commander, USPACOM's quarterly readiness narrative to the JCS, Readiness Reporting direction, input to various Congressional requests for readiness data, and OSD Quarterly Readiness Report to Congress.

Please consider my qualifications and experience:

- Graduate of Marine Corps Expeditionary Warfare School or Command and Staff College
- Knowledge of the system development life cycle (SDLC) and Joint Capabilities Integration Development Systems (JCIDS) processes
- Knowledge of Federal and DoD architectures, including enterprise architecture, reference architecture, and solution architectures
- Experience with DOD processes and procedures, including briefing government clients and stakeholders
- Experience with MS Office, MS Vision, and Project
- Knowledge of the DoD and the intelligence community (IC)
- Experience with the execution of special operations at the battalion level or above
- Knowledge of the roles, missions, and functions of Army 18, 37, and 38 series MOSes

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

Sincerely,

Spencer Hirthe