

# Financial Support Cover Letter

9226 Wyman Parkway East Micki, OK 63218

**Dear Indigo Rau,**

I submit this application to express my sincere interest in the financial support position.

In my previous role, I was responsible for assistance in management reporting, financial analysis, data accuracy improvements, business system enhancements and ad hoc analysis.

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:

- Experience in strategic business planning, business development activities, product concept development, and information technology engineering
- Knowledge of the Programming/Planning/Budgeting/Executing (PPBE) cycle and DoD appropriation types
- Knowledge of federal acquisition regulations and how they apply to procurement requests and new program acquisitions
- Knowledge of the Microsoft Office Suite, including advanced Excel, is necessary
- Knowledge of credit card and accounts payable processes
- Strong PC proficiency including, but not limited to, all MS Office applications
- Experience in banking and/or hotel back office accounting is preferred • Experience with SalesForce or other customer service oriented tracking system preferred
- PeopleSoft Financials and/or Oracle knowledge and experience preferred

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

Sincerely,