

# Program Management Specialist Cover Letter

90555 Hand PortsNorth Ulrikeville, SD 87095

**Dear Casey Weimann,**

Please consider me for the program management specialist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for assistance in gathering and compiling information for Department wide inquiries regarding financial, contract and or operational data.

My experience is an excellent fit for the list of requirements in this job:

- Data and intelligence research and analysis
- Proven knowledge of enhanced CI/program protection risk mitigation strategies, programs, projects, and processes in support of classified/SAP/SAR national security programs
- Possesses broad experience in all aspects of the security disciplines including insider threat, physical security, operations security, industrial security, communications security, information security, security investigations, program protection, and information technology security
- Proficient in interpretation and application of national level, IC, insider threat and security laws, policies, and procedures as delineated within executive orders, ICDs, NISPOM, Departmental directives, and program specific instructions
- Proven leadership, ingenuity, and knowledge of the methods, metrics, tools, and techniques of strategic planning, systems engineering, and business process reengineering resulting in improved efficiencies and effectiveness, optimization of resources and enhanced risk mitigation for programs, projects, and processes in support of classified/SAP/SAR national security programs
- Previous CI assignment/detail to an IC component and/or experience operating in the interagency environment
- Demonstrated proficiency with Microsoft applications, including Word, Excel

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Tatum Jones