**Airborne Ranger**  
425 Not a Leg Drive  
Eagle River, AK 99577  
[ineedajob@gmail.com](mailto:ineedajob@gmail.com)  
907.555.5555  
<https://www.linkedin.com/in/ineedajob>

Date

Mr./Ms.

Organization

Street

City/State/Zip

Dear Mr. / Ms.

Your recent announcement (123456) seeking a Deputy, United States Property and Fiscal Officer came to my attention while researching local employment opportunities during my current transition from Army active duty. Would you please consider my experience and skills in light of your needs?

|  |  |
| --- | --- |
| **You Seek an Applicant Capable of** | **I Offer** |
| Alaska Army National Guard membership | Transitioning 51C Contract Specialist with 12 years active duty service and strong desire to join the AK Guard to continue my service |
| Obtaining/holding a secret clearance | Current clearance valid thru 3/16/2017 |
| Integration of manpower and personnel support objectives into operational plans | 26+ months experience validating requirements documents that integrated manpower and equipping strategies across the entire US Army intelligence community; additional 10+ years experience, at multiple echelons, integrating manpower objectives into tactical and operational planning |
| Authorizing expenditure of funds for property, supplies, equipment, services and payrolls within statutory limitations | Possess both Army and Air Force contracting warrants enabling the authorization to obligate up to $2M |
| Managing the validation and accuracy of invoices | 3+ years experience administering DoD contracts requiring invoice and payment voucher validation prior to contract closeout (Wide Area Workflow and manual invoicing) |
| Furnishing advice and assistance to customers, ensuring Federal funds and properly are used within statutory limits | 5+ years experience providing business advice and assistance to JBER customers as well as PACOM customers during OCONUS missions |
| Initiating action to correct performance or conduct problems of employees directly supervised | 12+ years experience mentoring and correcting performance issues of military members and 3+ years experience supervising civilian General Schedule (GS-11 level) employees |
| Discharging security responsibilities, ensuring compliance with security directives for employees with access to classified information | Extensive knowledge of physical security; as security manager provided training and direction to a 696 member organization on OPSEC and INFOSEC |
| Providing support and guidance to subordinate organizations in storage, distribution, and accountability of property | Successfully managed multiple CONUS and OCONUS property accounts on two separate deployments with no loss of accountability |
| Properly obligating, accounting, reporting, and administratively controlling all Federal funds allotted to the state | Experienced contracting officer proficient in obligation of multiple appropriated and non-appropriated funding streams; 12+ years experience in database tracking and management of multiple complex requirements |
| Managing contracting functions for supplies and services; authenticate requirements, certifies authority and authorizes the expenditure of Federal funds for facilities, supplies, equipment, services, payrolls, and transportation | Experienced warranted contracting officer capable of authenticating and providing advice on the best means to obtain all types of commodities, services, and construction projects; possess 6+ years experience fostering relationships and learning the local commercial market conditions unique to Alaska |
| Performing duties as a financial Program or Account Manager | Supervisor for the entire Air Force GPC Program on JBER, consisting of 200+ managing accounts and 400+ cardholders; executed 36+ months as Government Purchase Card Billing Official; authenticated over $200K in purchases |
| Managing the operation of an information management activity to facilitate statutory data collection and reporting | 5+ years experience collecting, analyzing, and cataloging data from tens of thousands of reports into coherent products |
| Coordinating the preparation for external and internal evaluations and inspections | Successfully conducted pre-inspections in preparation for inspections in several career fields in order to identify and correct deficiencies prior to formal inspection from outside agencies |
| Managing long-range and short-range plans for the development and improvement of logistics and fiscal programs to ensure plans meet mission requirements and incorporate the latest technological advances | 3+ years experience in the improvement of logistical operations; was the only commander with the foresight to split property books prior to deployment successfully managing risk |
| Utilizing fiscal law expertise to fully understand proper implementation of laws regulations and policies | 36+ months Army and Air Force contracting experience with varying financial policies and procedures enabling a broader understanding of the nuances of doing business beyond the Army |

May I contact your office on Friday, January 15th to be certain all required materials listed on your announcement were received? If you wish to contact me before then, please call 907.555.5555.

Thank you for your time and consideration. I look forward to following up with you soon.

Sincerely,

Airborne Ranger