

Jamie Jones

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Month XX, 2013

Hiring Manager
USA Agency
111 West Street
Any Town, State 00000

Dear Hiring Manager:

Please accept my application for the Contract Specialist position as listed on USA Agency's website. Through my previous experience serving in the military for over 10 years I demonstrated an exceptional success rate reworking and negotiating contracts on behalf of the U.S. Marine Corps, which will greatly benefit your organization. USA Agency's dedication to providing quality business assistance to help clients achieve their goals aligns with my professional vision of helping those develop services and support to maintain and achieve success.

Recently, I completed my Bachelor of Business Administration with American Public University System, where I researched complex business strategies and examined business plans. Coupled with my experience in the U.S. Marine Corps, I have experience negotiating contracts, keeping the best interest of the client in mind. Utilizing in-depth price and cost analyst techniques, considering all factors and process, I have made recommendations to upper management within the Marine Corps regarding the best interest of the organization with respect to contracts and providers. Through my recommendations, I have managed to save the organization over 10% over the original contract price. These skills will benefit USA Agency as I will keep the client's interests in mind while working as an advocate for them in my negotiations.

Additionally, as a government agency liaison, serving with the United States Marine Corps I communicated with many different people and worked with various types of contracts. While working as a Quality Assurance Representative, I communicated with vendors to order materials and parts needed based on careful calculations of need and inventory. In addition, I was solely responsible for evaluating the unit's current contracts and renegotiating with contractors in order to reach the best outcome for the unit. With my knack for details and evaluation of present and future needs I will be conscious of the need of USA Agency's clients while achieving the best results.

My proven experience in the U.S. Marine Corps and educational accomplishments make me a great match for the Contract Specialist position with USA Agency. I welcome a time to meet in person to discuss my experience and qualifications in more detail at your earliest convenience. Thank you for your time and consideration in advance.

Sincerely,



Jamie Jones