

WANDA L. BELL

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[Date]

Dell Advanced Information Systems
Attn: Mr. Dennis Coney, Human Resources Director
12450 Lakeview Circle
Fairfax, VA 22033

SUBJECT: "Satellite Operations Manager" position listed on your company website on [date]

Dear Mr. Coney:

Upon perusal of my resume, you will find that my previous experiences effectively parallel the skill set required for your position.

You Require	I Offer
<ul style="list-style-type: none">• Demonstrated experience installing, maintaining, and repairing satellite communications ground terminals, systems, networks, and associated equipment used to support voice, data, and video transfer.• BS, Engineering Management with an emphasis in communication systems.• 7 years of experience with satellite and radio frequency systems engineering to include managing personnel and projects.• Top Secret Single Scope Background Investigation Security Clearance.	<ul style="list-style-type: none">✓ Demonstrated experience installing, maintaining, and repairing satellite communications ground terminals, systems, networks, and associated equipment used to support voice, data, and video transfer.✓ BS, Engineering Management with an emphasis in communication systems.✓ 14 years of experience with satellite and radio frequency systems engineering to include managing personnel and projects.✓ Top Secret Single Scope Background Investigation Security Clearance.

I thrive in an atmosphere of challenge and excitement, which I envision accompanies employment with your agency. I welcome the opportunity to meet with you or your designated agency representative to discuss my qualifications and your objectives further. I will follow up with your office early next week to discuss interviewing possibilities. Thank you in advance for both your time and consideration.

Respectfully yours,

Wanda L. Bell

Encl: Resume