

Emily Marshall

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Ms. Anita Melrose
Manager of Staffing and Recruitment
700 Commercial Avenue
Garden City, New York 11530

Dear Ms. Melrose:

I would like to apply my negotiation, marketing, and leadership skills to the Manager of Contracts position. I specialize in developing solicitations, reviewing bid proposals, and implementing contracts that directly impact all executive state entities, as well as cities and towns. I also chair procurement management teams, conduct RFP informational forums and bidder conferences.

In addition to my MPA, my background includes extensive experience in the procurement process. Some of my accomplishments include:

- Developing a tool to track and forecast price, quantity, and revenue, which enables the buyers and myself to monitor business performance; this decreased time dedicated to tracking contract activities.
- Providing alternative marketing strategies to increase vendor awareness and bid participation. These alternatives have produced a competitive evaluation criterion and multiple contract awards.
- Increasing Minority and Women Owned Business participation as subcontractors to vendors on contract. In addition, assisted in developmental plans that would increase growth of the M/WBEs responsibilities and revenue over the duration of the contract.

My business expertise, technical skills, and leadership capabilities have contributed to a successful career in several governmental agencies; the enclosed resume outlines my credentials in greater detail.

I look forward to scheduling an interview at your earliest convenience. Thank you for your consideration.

Sincerely,

signature

Emily Marshall