

Joseph P. Rohan

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Dear Sir or Madam:

In response to your recent advertisement, please accept this cover letter and resume. They serve as application for the _____ position currently available within your company.

My objective is to obtain a position in Finance (in particular, as a Level 3—Business & Planning Analyst) which utilizes past educational and work experiences while offering rapid advancement opportunities. Knowledge of support proposal and daily activities make me a strong candidate for this position. I believe this increases written communication skills, fosters leadership, supports teamwork, creates networking ties, and offers hands-on training through real life experiences.

A summary of my qualifications include the following:

- Work well in team setting, oral and written communication skills, positive attitude, excellent 10-key accuracy, fast learner, outstanding listening skills, willing to travel, and extensive computer knowledge.
- Detailed background in CPES, CPS, CTES, CCS, Baseline, Microsoft Excel, Visual Basic language, JIMO, RTF, Delta IV Buy III (KSC IWA Only), CEV, Phase I & II, FPR, JTRS, Ares I USP and IUA, FDOC.

Opportunity to discuss my credentials with you at a mutually convenient time would be greatly appreciated. Thank you for all consideration.

Sincerely,

Joseph P. Rohan