
May 14, 2014

NASA
Jet Propulsion Laboratory
California Institute of Technology

Dear Hiring Manager:

I am interested in the Administrative Liaison II position in the Business Administration Section, Job# (3210) – 13172 listed on your website. My resume is enclosed for your review. Given my related experience and capabilities, it appears that I am a good candidate for this job opening.

These areas of my background match your requirements:

- Bachelor's Degree in Business Administration. Strong academic and hands-on working knowledge of practices and standards in business administration.
- Six years' experience of related experience, including purchasing, asset management, safety, customer service, and problem solving.
- Experience resolving day-to-day common customer service skills.

I would love the opportunity to use my administrative experience and skills to support the mission of JPL. Your company is making science fiction into science fact and adding to the knowledge of the universe. My Bachelor's Degree is in Business Administration, however I have also had a life-long appreciation of anything to do with space, including attending space-camps as a child and taking astronomy, physics, and math classes in college as electives for the sheer fun of it. If loving your work is happiness, then using my business administration knowledge and experience to support people with a passion for rocketry, science, and space would fit the bill.

I appreciate your taking the time to review my resume and I look forward to hearing from you.

Sincerely,

Kevin Edwards
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