**Frank L. Corbin**

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October 21, 2019

Braun Northwest, Inc.

150 North Star Drive

Chehalis, WA 98532

Dear Hiring Officials:

Thank you for taking time to review my application. I am writing in response to your BUYER position which is located in Chehalis, WA. I have applied for this position because I am confident that with the work I performed for the US Department of Veterans Affairs (VA) in Portland, Oregon and in Washington, DC will be a tremendous asset to your company.

As a seasoned Staff Assistant and Program Analyst, I held a Contracting Officer’s Warrant which gave me the legal authorization to enter into contractual agreements on behalf of the government with vendors outside the government and to complete agreements between governmental agencies. My purchasing and contracting experiences were conducted over a five year period followed by contracting support for an additional 4 years.

Some of the skills I have successfully demonstrated are:

1. A proven track record of working collaboratively and independently to manage multiple projects and to meet deadlines. I established priorities while maintaining flexibility allowing for adaptation to change.
2. Performed market research in order to acquire goods and services on behalf of the government at reasonable and fair market value in accordance with the Federal Acquisition Regulations.
3. Contract types I used include contracts with terms and conditions, purchase orders for acquisitions above the micro-purchase threshold, and purchase card purchases for acquisitions below the micro-purchase threshold.
4. Detail oriented with regards to contract details, paperwork, negotiation, and financial transactions.
5. Contracting was timely, accurate, and clear.
6. I always ensured the government received quality and value for everything I acquired on behalf of the American people. I took complete ownership and responsibility for my contracting and procurement decision. Integrity is paramount.
7. As a team-player, I often performed duties outside my job description in order to support the mission of the VA.

If there is anything more I can provide for you, please do not hesitate to call me at: 503-201-3333 or email me at: frank.corbin@comcast.net. I look forward to an interview and hearing from you soon. Thank you!

Sincerely,



Frank L. Corbin