

## Johanna McDonald

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Amanda Heart

Director, Hiring Manager

ICF

1725 I Street, N.W.

Washington, DC 20006

Dear Mrs. Heart,

I am writing to express my interest in the Performance Analysis and Evaluation Manager, onsite position at ICF in the DMV area. With a solid military background in the Coast Guard, where I specialized in Procurement, Contracting, Property Management, logistics, disaster management, and victim advocacy, I have developed a strong foundation in strategic planning and operational execution. With over ten years of Contract Management experience in both an analytics company focused on AI and research and development, as well as a biometrics firm serving federal, state, and local governments, I have gained qualifications that will enable me to excel in this role.

I have a diverse range of experience and professional backgrounds, having worked in major industries in the United States Government and the Private Sector. I have worked in both the legal department and the finance department, and will be graduating with a Bachelor's in Business this summer.

In my past and current roles, I have gained experience in project management, legal affairs, and developing oral and written communication skills, as well as negotiating contracts and more. Combine all this experience with my natural talents (i.e., writing, aesthetics, analytical problem-solving, logistical planning, and decision-making) and my work ethic, and you have a well-rounded candidate you will be proud to have on your Team. My time in the Coast Guard taught me valuable skills in teamwork, adaptability, leadership, and the importance of attention to detail.

Most importantly, I am truly passionate about ICF's mission. My values align with the Company's purpose of building a more prosperous and resilient world for all. Your commitment to supporting your people, protecting the planet, and giving back to the communities is admirable. I would be honored to work for a cause that I believe in. If considered for the role of Performance Analysis and Evaluation Manager, I will hold my position with pride and serve your clients with intention and integrity.

I look forward to hearing back from you and sincerely hope that we will have the opportunity to meet for an interview to discuss any questions you may have. Please feel free to call (555-555-5555) or email me at [Johanna.McDonald@gmail.com](mailto:Johanna.McDonald@gmail.com) to schedule an interview.

Thank you for your time and consideration.

Very Respectfully,

*Johanna McDonald*