

# GOV JOB SEEKER

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SSN: 000-00-3000 ▪ Veteran Preference: 10 Points, VEOA, VRA ▪ Top Secret Security Clearance [SCI-YYYY]

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January 19, 2007

Department of Homeland Security  
Executive Services, EXSER/1999 CBPD  
1400 L Street, NW – 9<sup>th</sup> Floor  
Washington, DC 20229-1151

RE: Executive Director

I understand the Department of Homeland Security is currently seeking a high caliber leader; possessing the management skills and aviation background to oversee management programs for the Aviation Department. Therefore, it is with great interest that I submit the attached application for your review and consideration.

In reviewing my professional history, you will find that throughout my career in aviation; I have analyzed and assessed operating procedures, and developed innovative programs that facilitate operational standardization for a variety of organizations in both domestic and international environments, with exceptional results. Many of my previous accomplishments directly correlate to the objectives and expectations surrounding the position of the Executive Director:

- Organizational Leadership / Teambuilding
- Program Management / Standardization
- Aviation Safety Assurance / Risk Management
- Professional Training / Certification
- Regulatory Compliance / Assessment
- Technical Support / Maintenance / Logistics

The opportunity to implement the President's Management Agenda, and the challenges associated with bringing this vision to fruition within the Aviation Department; compel me to pursue this assignment as a member of the agency's executive team. Using "best business practices" from the Department of Defense and the Department of Homeland Security; combined with my executive management expertise; I am confident that I can effectively lead and direct the success of the Aviation Department.

I welcome the opportunity to interview for the Executive Director position, and convey the assets I can contribute to the Department of Homeland Security. Thank you in advance for taking the time to review my credentials.

Sincerely,

GOV JOB SEEKER

Enclosures:  
Résumé  
Executive Core Qualification (ECQ) Statements  
Technical Qualification Statement

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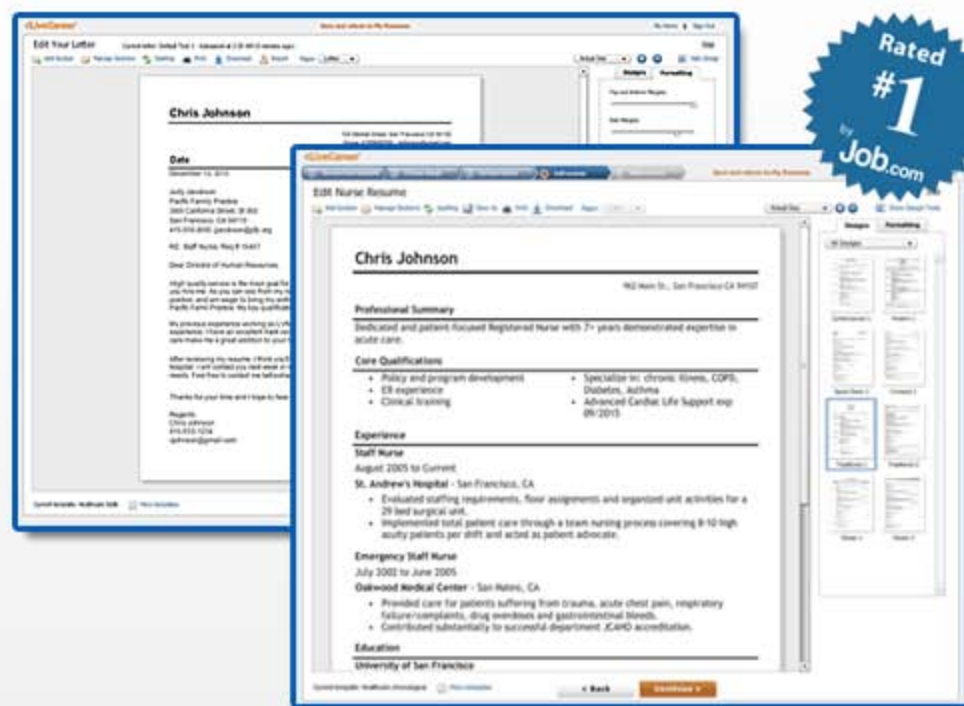
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