

## Sample Cover Letter

Dear PRB Committee,

Please consider my application for Certification at Level 2. As proof for each section of the application, I have included the following:

| <u>EVALUATION AREA</u>  | <u>DOCUMENT</u>   | <u>POINTS</u>   |
|---|---|---|
| 1. Education  | Diploma - BA  | 4   |
| 2. Procurement Education & Training                                       | APTAC COR sheets<br>NCMA NES 4/12/98<br>Contracting Basics (GWU)                        | 24 credits $\div$ 8 = 3.0<br>7 hours $\div$ 12 = .6<br>28 hours $\div$ 24 = 1.2 |
| 3. Experience<br>4 years at PTA center<br>2 years in Economic Development | Letters from employers  | 6   |
| 4. Optional Points  | APTAC Member - 4 years<br>Training at 1997 AGMAS meeting - 4 hours<br>(agenda attached) | 4<br>1  |
| <u>Total</u>  |   | 19.8  |

Thank you for your consideration.

Sincerely,

Joe Jones