

# Program Consultant Cover Letter

38542 Roslyn DrivesPercyville, MT 03843

**Dear Phoenix Kihn,**

In response to your job posting for program consultant, I am including this letter and my resume for your review.

In my previous role, I was responsible for oversight, structure, and governance for the development and management of new programs including opportunity identification, business case development, scope management, work breakdown structure, data gathering and analysis, change benefit, cost-benefit estimations, and sustainability plans.

Please consider my qualifications and experience:

- BS/BA in Business, Health Care Administration or a medical discipline or equivalent education and/or experience
- Skilled in quantitative data analysis tools and techniques
- Certification by a professional organization
- Understanding of functional affirmative action planning including federal and state employment laws and statutes applicable to financial institutions
- Experience with OFCCP regulatory audits
- Develop and implement the plan for bringing advanced/leading-edge technologies and/or concepts to market
- Experience leading and developing new solutions across complex process initiatives or business strategy
- Experience and knowledge of product development / lifecycle processes and management

**Thank you for your time and consideration.**

Sincerely,

Campbell Bins