

Program Consultant Cover Letter

3336 Witting Station Poucestad, UT 77513

Dear Royal Brakus,

I would like to submit my application for the program consultant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for consultative services, analysis, and technical assistance by compiling and reviewing statistical data in the areas of workforce, to include hiring, retention, and HR events.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Quantifiable accomplishments in the development and implementation of projects or special assignments
- Demonstrable capacity to thrive in an ever-evolving business environment
- Above average skills in Microsoft word, Tableau, Excel, and PowerPoint
- Intermediate to Expert in MS Office - Word, Excel, PowerPoint
- Identify processes
- Identify which processes can be automated now and in the future
- Determine which processes present the most organizational risk, and prioritize the processes for automation
- Manage the USARPAC G-8 FM Certification program and deliver effective Strategic Communication support to USARPAC G-8 activities and organizations

I really appreciate you taking the time to review my application for the position of program consultant.

Sincerely,

Rory McDermott