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# Example of Change Manager Cover Letter

70367 Blair Ville  
Johnsontown, WA 72615

**Dear Tyler Cremin,**

Please consider me for the change manager opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for expertise and leadership in Lean and supply chain management principles to contribute to site- and network-level improvement initiatives.

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:

* Partner with Communications team to ensure Change Management Plan aligns with communication messaging
* Gather & manage release requirements – Regional requirements vs Country Requirements
* Track project releases, dependencies, and escalate appropriately to Regional / Country PCO Partners
* Ensure all changes are properly validated, signed-off, trainings done, process documented & change is ready for production
* Driving & enhancing performance of hub & country PCO teams
* Engaging with stakeholders at a regional and country level across Ops & Business
* Implementing & embedding a Continuous Improvement culture
* Identifying & implementing global best practices

**I really appreciate you taking the time to review my application for the position of change manager.**

Sincerely,

Tyler Daugherty