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# Example of Program Management Office Cover Letter

129 Kiehn Points
West Elijah, IN 88769

**Dear Tatum Schmidt,**

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

Previously, I was responsible for project management functional excellence: provide latest tools and building capability within the business around effective project management.

My experience is an excellent fit for the list of requirements in this job:

* Designing, developing and managing the portfolio/program/project operating model and COE organization structure
* Developing and driving portfolio/program/project management best practices and standards that will improve productivity, investment decision making and realize targeted business outcomes
* Developing and management of program related benefits and business value across the enterprise
* Conducting and preparing for steering level meetings and readouts
* Defining and ensuring use of standard methodologies, processes, PPM tools and reporting metrics (KPIs)
* Tracking portfolio related status, issues, risks and dependencies
* Developing a set of executive and team related dashboards to communicate up and down the organization the status of the portfolio
* Monitoring the integration of rationalization, enterprise and business architecture efforts across the PMO portfolio

**Thank you for taking your time to review my application.**

Sincerely,

Tatum DuBuque