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# Example of Program Management Office Cover Letter

79683 Nicolas Throughway  
Kilbackfurt, MT 44552

**Dear Dallas Mayer,**

I submit this application to express my sincere interest in the program management office position.

Previously, I was responsible for tools, templates, project management guidance and interim PM support to Accountable Executives/Sponsors and their assigned Project Managers (PM).

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

* Managing the design authority and change control functions of the PMO portfolio
* Overseeing the coordination and delivery of program plans, WBS structures and deliverables and the management of milestones
* Adopting portfolio/program/project management methodology and providing suitable interpretation to all stakeholders within the organization
* Interacting with every component of the PMO to ensure delivery standardization and optimization drives delivery excellence
* Ensuring that training curriculums support the PMO strategy
* Working with the Business and Integration Lead to understand current and future dependency risks, and propose mitigation plans to the Senior Director of PMO
* Interacting with the Resource Manager to monitor demand management, identify vendor pool resources who can resolve a current issues or mitigate a future risk
* Working with the Analytics lead to ensure that we are using data to “make the news” not “report the news”

**Thank you for considering me to become a member of your team.**

Sincerely,

Story Russel