

Business Change Cover Letter

618 Kaylene FallPort Kelley, OH 11270-0880

Dear Stevie Wintheiser,

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

Previously, I was responsible for business and IT project support by performing data management process assessments, data quality control reviews, data analysis, querying and manipulating data to identify trends and data quality anomalies, and documenting findings.

Please consider my qualifications and experience:

- Background in analysis, auditing and/or cost containment business preferred
- Demonstrated experience in the facilitation of diverse groups during project planning, stakeholder engagement activities, implementation activities and change management activities
- Recent experience in designing key change management deliverables
Change Readiness Assessment, Stakeholder Mapping, Resistance Management Plan
- Familiarity with the project management lifecycle and approaches and how this should be aligned to the Change Management Lifecycle
- A background and proven track record working within a performance analysis and/or client reporting function delivering a regular monthly production cycle
- Within current/previous role, a proven track record working on performance/client reporting related project work such as a new system implementation, new report development, or business process re-engineering
- Strong business analysis and project management skills developed through practical experience
- Practical understanding of core performance methodologies & attribution methodologies

Thank you in advance for taking the time to read my cover letter and to review my resume.

