

# Business Change Cover Letter

4868 Vania Extension North Harlan, CO 10267

**Dear Bellamy Boyle,**

In response to your job posting for business change, I am including this letter and my resume for your review.

Previously, I was responsible for data and information supporting plans to measure and monitor the various elements of change initiatives.

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

- Experience with Original Medicare, Medicare Advantage and Provider Networks preferred
- Experience with process redesign
- Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences
- Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses and uses this for continued development and growth
- Steps up to address difficult issues whilst gaining the confidence and trust of others through honesty, integrity and authenticity
- Sound knowledge of Project and Change Management
- Prince II Practitioner or relevant job experience / alternative qualification
- Competent with all aspects of Microsoft Office and MS Project

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

Sincerely,

Indigo Balistreri