

Business Information Cover Letter

674 Reginald Skyway Romagueraton, OH 78452

Dear Armani Cummings,

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

In my previous role, I was responsible for analytics, query and aggregate data, and explain definitions on an ad hoc basis to answer specific business questions as needed.

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

- Support the implementation and monitoring of projects to achieve planned outcomes
- Support the management of both complex and cross-domain projects
- Strongly contribute to all aspects of projects from scoping, planning & development, scheduling, and costing to change controlling, dependencies, risks and issues managing
- Take detailed notes, summarizing in a concise fashion the essence of meetings/workshops to distribute clearly on decisions taken and actions identified
- Using project reporting data and presenting it in an appropriate format which includes the formal communication of project information to stakeholders
- TOGAF 9.1 or similar certification
- Experience in applying various Enterprise Architecture methodologies (TOGAF, DoDAF, GEA, ...)
- Create Edge – this leader will introduce innovations in technology that drive innovative business solutions, creating a culture of continuous improvement

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Emery Christiansen