

Change Coordinator Cover Letter

168 Torp ClubLake Cedric, ND 00408

Dear Stevie Maggio,

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

Previously, I was responsible for and support to change management activities including the process for System Change Requests (submitting, approving, developing, testing and migrating to production).

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Organizational change management experience preferred
- Mainframe technical background
- Fluency in English, including presenting and negotiating
- ITIL Foundation (v3 or greater) Certification
- Service Coordinator experience
- Freshgraduate with relevant IT background is welcome to apply
- Prior experience with bill of materials, inventory processes preferred
- Project Management Change Control, Supply Chain, Materials Management knowledge

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

Sincerely,

Lennon Goldner