

Change Coordinator Cover Letter

4261 Hamill FordsEmelyview, NY 44979-6539

Dear Baylor Pagac,

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

In the previous role, I was responsible for change management communication and business process expertise, ensuring the proper use of the systems and technology tools used by the ECM department and the Corporate Service stakeholders to create and manage the master list of Change Initiatives and Projects, prepare Change Management Working Group status updates and I & T Steering committee presentations.

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

- Analytical and problem solving skills, high hands-on mentality
- Team minded and structured working
- Passion to innovate and drive for solutions
- Eagerness to learn and continuously improve
- Respect for individuals and the diverse contributions of all
- Demonstrated proficiency with Office productivity software (Word, Excel, PowerPoint)
- Experience in core HR functions – employee development and talent management
- Proficiency with CP internal systems would be considered an asset – LMS, TYES, Nexus, TrAM, RPM, AIR, Crew Balancer, ITM, CMA

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

Sincerely,

Landry Dibbert