

# Change Coordinator Cover Letter

167 Mable DamPort Abrahamchester, RI 39202-5999

**Dear Tatum Batz,**

Please consider me for the change coordinator opportunity. I am including my resume that lists my qualifications and experience.

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

Please consider my experience and qualifications for this position:

- DEC or equivalent
- Basic knowledge of configuration management
- UK language (compulsory) , other western-European languages are an advantage (FR, DE, SP, IT,...)
- Experience in working with an ERP (such as SAP) for Bill of Materials, Routings
- Knowledge of MS-office tools mandatory
- Know of SupportIT and SPRINGRAY is preferred
- Set up webinars, workshops, business team meeting engagements
- Ensure material is delivered appropriately on a local level

**Thank you for taking your time to review my application.**

Sincerely,

Tyler McDermott