

Change Project Manager Cover Letter

14101 Mckinley Ramp Mitchellview, OK 51659-1047

Dear Greer Stokes,

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

Previously, I was responsible for senior project management for IT projects completed by ensuring that the work adheres to state of Michigan standard methodologies.

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:

- Working knowledge of the project lifecycle, products, techniques and methodologies (Agile)
- Strong Microsoft Office skills, including MS Project, and experience in manipulating data to make it meaningful for different audiences
- Proficient PC skills (Excel, Word, Power Point, SharePoint,) with heavy emphasis on Excel
- Create and manage systems business level logic for data lineage and ensure that these are implemented and can be referenced consistently on an on-going basis
- Knowledge of and experience with project management techniques and tools
- Passion for Clayman Institute's mission of advancing women's leadership and creating inclusive organizations
- Working with agreed project teams and ensure that all agreed strategic projects are progressing and delivering agreed results on time and in budget
- Experience working of the following European countries would be considered an advantage (UK, Germany, Czech Republic, Poland, France, Italy, Spain)

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

