

# Change Project Manager Cover Letter

418 Dagny IsleWest Vivian, MO 25955

**Dear Tatum King,**

I submit this application to express my sincere interest in the change project manager position.

In my previous role, I was responsible for iT expertise across a range of Integrity's client projects, including client/partner user management, Office 365 advisory services, project IT support.

Please consider my experience and qualifications for this position:

- SDLC Project Experience
- Expertly creates and directly manages comprehensive project plans for multiple efforts simultaneously
- Actively manages work tasks of multiple functional resources and accountable parties through the project plan
- Manages project risk through comprehensive mitigation assessment and planning techniques
- Initiates and maintains reporting relationships with project stakeholders and managers to coordinate efforts across multiple technical and business units
- Effectively assists in directing both internal and external resources to achieve business solutions within project guidelines
- Presentation skills geared to the audience – Working level, Senior Management
- Maintain cross-department relationships to attain collaborative solutions

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

Sincerely,

Phoenix Lueilwitz