

Change Project Manager Cover Letter

2721 Bernhard Extension Stantontown, IL 91451

Dear Dakota Ebert,

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, ensuring that the work adheres to 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:

- Experience in leading areas of a PMO with a strong interest and track record in influencing change in project management best practices
- Proven success leading project and change management delivery for complex projects and/or programs spanning the full lifecycle from proposal development to post-implementation close-out
- Track record in providing thought leadership and executing on project and change management best practices
- Has had responsibility for preparing formal project documents for the execution of a project
- Experienced with defining the project requirements and scope
- Demonstrated effective use of the disciplines of project management practices to plan and manage projects
- Strong experience of business change techniques such in Business Process Modelling and Re-Engineering
- Experienced in using change tools and data such as Assessments, Heat, and Readiness Maps

Thank you for your time and consideration.

Sincerely,