

Manager Change Cover Letter

337 Mariette Village Lake Rudolfburgh, AK 54846-3394

Dear Emerson Satterfield,

I would like to submit my application for the manager change opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for coaching and advisory services in the planning, development, and execution of an IT Change Management Framework.

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:

- Manage communications to internal stakeholders and external customers about upcoming changes/maintenance work
- Monitor and govern compliance with the Change Management Process by maintaining and enforcing the processes and procedures that govern management of the RDO Change Management Standards, Policy and Procedures
- Create, manage, and document measurement systems to measure adoption, utilization, and proficiency of changes
- Good Negotiation Skills with both client and internal customers
- Create a 12-month Change Management plan with specific milestones and deliverables - Create a Stakeholder Analysis with recommended plans to ensure engagement with all audiences
- Interview and engage with Pilot & Proof of Concept (POC) users to understand their experiences and modify the Change Management plan accordingly
- Share Lessons Learned from previous engagements to avoid delays, on an ongoing basis
- Oversee and recommend target demographics for a master pilot list to ensure diversity and consistency

Thank you for your time and consideration.

