

# Manager Change Cover Letter

8238 Schoen Alley North Arturo, ME 76942

**Dear Avery Waelchi,**

I am excited to be applying for the position of manager change. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for expert consultation in organizational effectiveness to business management, specifically thought leadership focused on: development and management, resource management, and change management-design/change processes to take organization through change transformation.

Please consider my qualifications and experience:

- Ensures all relevant databases are updated accordingly
- Acts as backup for Customer Service Director (CSD) to ensure service continuity
- Ensure customers' issues are managed and resolved in a timely manner
- Prepares monthly customers report
- Handles non-commercial customer queries and escalations, including those related to billing
- Ensure customers have full visibility of anticipated service interruptions so as to proactively inform their end-users in advance
- Extensive experience working in a Change or Release Management role, ideally in a Federal Government environment
- Demonstrated understanding of Change Management principles

**Thank you for considering me to become a member of your team.**

Sincerely,

Finley Brown