

Manager Change Cover Letter

255 Cremin Trafficway
Sporerborough, NH 37795

Dear Lennon Dicki,

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 feedback to the PF Change Manager for enhancement of tools and processes specifically in the implementation phase.

Please consider my qualifications and experience:

- Work with the operations areas to identify process improvement opportunities that deliver business benefit, efficiency and reduce cost
- Ensure that the new capabilities rolled out in committed timelines and benefits are realised
- Ensure that status of work is communicated effectively to all stakeholders
- Ensure the delivery of services is in line with the agreed timeline & requirements
- Achieve positive internal client perception by building relationships with business stakeholders
- Ensure the recommended process meets the necessary control requirements
- Challenge the design of the existing process from a customer, risk and efficiency perspective
- Ensure new processes are clearly documented

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

Sincerely,

Shae Gleichner