

# Manager, Information Systems Cover Letter

94738 West BrooksPort Qiana, CO 39633-4365

**Dear Drew Thiel,**

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

Previously, I was responsible for technical and operational assistance in development, refinement, and documentation of internal controls, SOX compliance and process improvement.

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:

- Knowledge of financial Aid
- Knowledge of policy and procedures for overall institutional, state, and federal regulations
- Knowledge of Ellucian's Banner and CAPP
- Knowledge of College Source uAchieve
- Experience in Oil & Gas or Technology industries
- Experience implementing applications in large corporations with decentralized multi-business-unit environments
- Thorough understanding of project management methodologies
- Strong Change Management skills surrounding scope control and user adoption

**Thank you for taking your time to review my application.**

Sincerely,

Sam Frami