

# Manager, Project Management Office Cover Letter

4030 Zena WaysBorerville, NY 08520-5169

**Dear Peyton Wiza,**

In response to your job posting for manager, project management office, I am including this letter and my resume for your review.

In my previous role, I was responsible for end-to-end project management ownership of scope, schedule, budget, risks and issues management across various Lines of Business (LOB).

My experience is an excellent fit for the list of requirements in this job:

- Coordinate with various areas of Operations, Middle Office, Finance, Technology and Senior Management to build business requirements, procedures and processes, and solution for accuracy
- Create and maintain testing plans
- Broad experience as leader of project teams or equivalent
- Experience with process improvement and conducting root cause analysis (RCA)
- Proficient in the use of Word, Excel, PowerPoint, and MS Project
- Project management certification (Prince2, PMP, ..) is welcome
- Proficient with MS Office and SharePoint
- Prior delivery experience as a Program or Project Manager

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

Sincerely,

Tatum Shields