

# PMO Lead Cover Letter

21602 Madlyn Drives Sporerhaven, OH 20254-8337

**Dear Alexis Schoen,**

In response to your job posting for PMO lead, I am including this letter and my resume for your review.

In my previous role, I was responsible for support to the project managers feeding into the programme or project management office.

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

- Handles oneself ethically following core values and beliefs of the business
- Leads, supports and motivates project delivery team, project sponsor, and business stakeholders
- Knowledge of delivering IT projects while using ITIL, SDLC, Agile or Waterfall Scrum methodologies
- Would be advantage to have previously set up PMOs and previously overseen PMO analysts
- Demonstrated experience managing and delivering projects in the type of environment (App Dev, Infrastructure, Integration ) specified in the posting
- Manage the Mobile capex budget and cost tracking
- Centrally tracking the programmes resources across Tech and Shared Services and facilitating Resource Mgt reviews
- Work closely with the Programme Leads and Mobile Leadership team

**Thank you for your time and consideration.**

Sincerely,

Corey Bergstrom