

# PMO Lead Cover Letter

2705 Cartwright GreenWest Soraya, OR 32550-3111

**Dear Lennon Bayer,**

I submit this application to express my sincere interest in the PMO lead position.

In my previous role, I was responsible for inputs to Programme/Project Manager for project/programme estimates; provide inputs to Programme/Project Manager/Tech Leads for preparing and maintaining the development process, practices and standards for the project/programmes.

Please consider my experience and qualifications for this position:

- Be vested by Service Provider with all necessary authority to act for Service Provider in connection with all aspects of the Services pertaining to the PMO function
- Participate in governance meetings in Schedule 17, as relevant
- Review and approve all PMO deliverables prior to submission to the Customer
- Possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI)
- Experience with Cash Access Planning for a benefits transfer program
- Full understanding of change control management
- Should be well-versed working with structured frameworks
- Extensive experience with aligning stakeholders and communicating information to enable leaders, teams and stakeholders to make fact-based and timely decisions

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

Sincerely,

Charlie Rodriguez