

Program Management Director Cover Letter

1440 Wonda PortCandicestad, GA 41202

Dear River Moen,

I would like to submit my application for the program management director opening. Please accept this letter and the attached resume.

Previously, I was responsible for direct support, when required, to support existing operations in executing operational standards and in finding solutions to operational challenges that fit within the organizational objectives.

Please consider my qualifications and experience:

- Good business acumen, regarding value added services or product strategies
- Willingness to work in open, collaborative, networking environment with various functions and businesses
- Self-motivated, structured and results oriented with good time management skills
- Capable of setting the right priorities in a demanding environment
- Motivator to gain cross-company trust and authority
- Not afraid to take risks, expose risks, mitigate risks and pivot if necessary – problem solver/unblocker
- Great listening skills to understand multiple perspectives on any given project
- Experience in implementation of Portfolio Management systems and tools

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

Sincerely,

Quinn Harris