

Program Management Intern Cover Letter

1804 Kub PointLake Summer, IA 32879

Dear Rowan D'Amore,

Please consider me for the program management intern opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for advanced solutions and organization using Microsoft Excel.

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:

- Experience in (web-)marketing and sales and/or project management
- Experience using analytical tools (Excel, Google Analytics, SQL/ DBMS)
- A good understanding of project management fundamentals
- Strong analytical and statistical skills and knowledge of Excel and Power Point
- Independent work style that places priority on team success
- Problem-solver with initiative to drive process improvements
- Team-player, capable of expanding sphere of influence beyond Transformation team
- First rate analytical skills – capable of interpreting volume data and synthesizing trends, risks, opportunities and implementing pro-active decision-making

Thank you for your time and consideration.

Sincerely,

Brooklyn Skiles