

Program Management Intern Cover Letter

85448 Leannon CreekPort Alex, NV 47452

Dear Dylan Spinka,

In response to your job posting for program management intern, I am including this letter and my resume for your review.

In the previous role, I was responsible for reporting to leaders and working confidently in Office 365 (particularly Excel);.

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

- Capable of partnering with cross functional teams
- Proactive and flexible work ethic
- Strong organizational, time management, multi- tasking, analytical skills
- Experience with SQL and Database knowledge (Oracle, MSSQL)
- Programming experience with tools such as Matlab, Fortran, Python (scripting language)
- Motivated self-starter with Program Management and/or Business Operations experience
- Superior follow-up and follow-through skills under tight timelines
- Ensure understanding and timely delivery of projects as assigned by sponsor

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Dakota Yundt