

Program Management Intern Cover Letter

62776 Bernhard Road
Dibbertborough, CO 03832

Dear Sawyer Ortiz,

I am excited to be applying for the position of program management intern. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for administrative support to other departments (mailings, folding and sending monthly invoices, filing customer files, prepare power presentations, create Excel overview for report purposes).

Please consider my qualifications and experience:

- Student (f/m) at a university or university of applied sciences in Computer Science, Information Systems, Business Administration or related field
- Knowledge of Project /Program Management in Cloud software development (at least theoretical understanding of concepts like Cloud Development Cycle, Corporate Standards, Shipment Channels, Agile Methodologies for software development including agile tools usage like JIRA)
- Education – A recognized project management qualification is essential
- Strong computer skills in Microsoft Office Suite including Word, Excel, & Power Point
- Strong statistics and data analysis skills
- Knowledge of health insurance or healthcare reform preferred
- Proficient MS Office user (MS Word, MS Excel, MS PowerPoint)
- Some experience with program scheduling software (MS Project, Primavera)

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

Sincerely,

Hayden Ondricka