

Program Management Specialist Cover Letter

780 Fiona LightPort Isiahton, DE 16783-6529

Dear Lennox Donnelly,

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

In the previous role, I was responsible for technical support including performing research, Internet, and database searches; compiling and organizing data and information; and preparing charts, tables, and figures.

Please consider my experience and qualifications for this position:

- Experience in HR systems to include TalentWorks (Success Factors), SAP/HRMS, and Business Objects
- Experience as a Resident/Quality Engineer at manufacturing plants
- A commitment to quality, with excellent attention to detail
- ERP (Enterprise Results Program) systems related experience
- Excellent negotiation, written and verbal communication skills
- High comfort level with software and technology
- Excellent time keeping – able to manage fast past environment
- Program/project planning experience including milestones, high-level/mid-level/detail work packages and tasks

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

Sincerely,

Riley Rice