

Program Management Cover Letter

42394 Wiza Square East Audrieshire, MI 16404

Dear Dallas Hudson,

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

Previously, I was responsible for assistance with planning, developing requirements, cost estimates, and performing engineering management work for substantial multi-phase projects that typically cross engineering disciplines, and requires professional knowledge of engineering disciplines related to building and airfield operations, utility systems, various distribution and support systems, and other areas of concern to the installation.

Please consider my qualifications and experience:

- Develop operational plans and branding activities at assigned schools along with the campus leads, to attract top early career talent
- Set metrics, monitor and report on the effectiveness of ongoing strategies
- Develop, communicate, and implement university relations workshops, training, recruiter toolkits, and interview guides to ensure that campus recruiters, presenters, target school teams have the necessary information and skills needed to be effective
- Identify & verify recruitment opportunities by interpreting trends in a dynamic environment by using statistical techniques to decide & develop time bound business critical programs
- Support relevant teams within the org, by helping them setup, publish and monitor various program level metrics for tracking the efficacy of the program being run by the respective team
- Initiate, drive and run programs that are time & business critical, at varying complexities across geographies
- Proficient with all contemporary tools related to Analysis, MIS and Reporting
- Exposure to various type of recruiting (campus, referral & lateral)

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

Greer Grady