

Program Manager, IT Cover Letter

36998 Flatley CirclesLake Daylefort, RI 01341-2830

Dear Reese Block,

I submit this application to express my sincere interest in the program manager, IT position.

In the previous role, I was responsible for leadership, strategic direction and attainment of performance metrics for the program/project management delivery, resource management, quality management, professional development and knowledge management functions.

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 with high volume transaction systems
- Experience with both mainframe and modern web technologies
- Knowledge in the use of PPM, project management and analytical software tool
- Knowledge of MS Project Server and SharePoint project portfolio management processes and reporting tools
- Highly effective verbal and written communication skills are necessary in order to work with all levels within the organization, and produce clear and concise reports of relatively complicated issues
- Experience in managing large sized projects/programs across multiple disciplines and/or teams
- Strong Technical expertise & results orientation
- Proficiency with Microsoft Office and MSPS

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,