

Program Office Cover Letter

83074 Shields WellLittleberg, KS 36214

Dear Riley Thiel,

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

In my previous role, I was responsible for training on project management software, while regularly advising and supporting simple business cases for the project management software.

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

- Work with Regional and Strategy leads to implement key initiatives within regions/markets
- Provide analytics and prepare presentations to continue to push influence local teams to commit to the projects
- Assist local businesses in developing capabilities to support key initiatives
- Identify opportunities via analytics and process assessments to help drive results in the businesses
- Proficient in data analysis and data management
- Professional level verbal/written English
- Execution- Gets things done
- Self-directed, with a customer service orientation

Thank you for taking your time to review my application.

Sincerely,

Reese Ratke