

# Program Office Cover Letter

364 Wesley StreamElishaside, IA 29890

**Dear Casey Willms,**

I submit this application to express my sincere interest in the program office position.

Previously, I was responsible for business analysis of internal Key Performance Indictors application and document software requirements for organization needs and objective.

Please consider my experience and qualifications for this position:

- Experience in stewardship, donor relations, or development research is preferred
- Basic knowledge of Access is preferred
- High level of prioritization and organization skills
- In-depth knowledge of office management practices and procedures
- Knowledge of basic web design, Photoshop, and graphic design preferred
- Monitors and conducts business analysis of program performance on an on-going basis
- Organizes, consolidates and reports data and conclusions for post production-run critique
- Reports program status at milestones and/or on periodic basis

**Thank you for your time and consideration.**

Sincerely,

Rowan Windler