

Program Office Cover Letter

810 Botsford ForgeSouth Douglas, MS 36823-2180

Dear Reese Swift,

In response to your job posting for program office, I am including this letter and my resume for your review.

In the previous role, I was responsible for support, education and training to Financial Advisors regarding: VIP Program, financial plan information gathering, financial plan creation utilizing the online planning software, client plan presentation, Department services, and business opportunity identification.

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:

- Excellent public contact skills with very strong service orientation
- Knowledge and strong record of accuracy in work processing and database applications (including all MS office features)
- Experience working independently and demonstrating initiative
- Possesses a neat and professional appearance
- Clear and positive communication
- Experience answering phones and greeting visitors
- Higher education admissions experience is preferred
- Proven record project managing the software development lifecycle of web and mobile applications

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

Sincerely,

Haven Thiel