

Program Support Cover Letter

1841 Ashlee Springs East Lucillaville, IA 99293

Dear Frankie Rippin,

Please consider me for the program support opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for general clerical support to the department by managing office files and maintain student/instructor files in Colleague and other databases.

Please consider my qualifications and experience:

- Strong on execution to deliver high quality information to demanding deadlines
- Previous experience in a Project Management, methodology and governance an asset
- Proficiency with various computer systems
- ACLS Instructor certification is preferred
- Maintains confidentiality of office discussions and issues and communicates professionally when interacting at all times
- Experience in I/T related troubleshooting/analysis
- Knowledge of the methods used to collect and analyze data
- Knowledge of the methods and procedures used to prepare and submit proposals for funding

Thank you for your time and consideration.

Sincerely,

Jordan White