

# **Project Management Office Manager Cover Letter**

42755 Rayna Rue West Columbus, NV 54679-7073

**Dear Tatum Wilderman,**

I submit this application to express my sincere interest in the project management office manager position.

Previously, I was responsible for input to delivery programme baselines and contributes to the operation of project control processes (requirements capture, planning, cost, risk, trend analysis and change control).

Please consider my qualifications and experience:

- Experience leading projects that directly affect multiple organizations, departments and/or entire company, including projects involving process improvement principles and technology integration
- Find solutions to complex issues that incorporate a variety of user's needs
- Alternate between strategic, tactical and operational perspectives while working in projects to quickly determine long, medium and short impact of solutions proposed
- Quickly grasp new concepts and technologies and adapt to changes and demands
- Manage multiple, competing objectives and tasks
- Experience in facilitating the creation of project metrics and establishing a method of tracking
- Self-starter, and results oriented, problem solver
- Knowledge in Excel (ie

**I really appreciate you taking the time to review my application for the position of project management office manager.**

Sincerely,

Stevie Jacobs