

Project Management Office Manager Cover Letter

3990 Strosin StreetsSouth Amanda, PA 33209-6547

Dear Finley Olson,

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

Previously, I was responsible for functional support of all project control activities in MDR with a focus on project cost control activities on a project.

Please consider my qualifications and experience:

- Business content knowledge obtained from project delivery applicable across Risk, Finance and Treasury .Target is to have an individual specialize in each domain so that all risk types are covered
- Knowledge of regulatory driven requirements for risk and finance functions obtained from project delivery
- PMP , Prince2 or related qualification
- Clarity - Knowledgeable
- MS Project – Advanced
- Solid business acumen with in-depth financial knowledge and experience in strategy or sales and marketing
- Exceptional analytical skills and exposure to market research, analytics
- Energetic individual with a strong commitment for continuous improvement

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

Sincerely,

Finley Wolf