

Project Management Office Manager Cover Letter

32924 Kihn HarborsLake Wilson, ID 01870

Dear Drew Hickle,

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

In my previous role, I was responsible for oversight and support for vendor selection, contract management, cost control, resource management, and project documentation activities.

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:

- People management experience having lead teams of project managers or project management office personnel with responsibilities for hiring and developing new employees
- Advanced user of MS Office Tools (Excel, PowerPoint, SharePoint, Project...) and Report Writing/BI tools
- Instructor of Project Management concepts, processes and tools to others in the organization
- Formal training in Project Management (PMP and other Project/Portfolio Management related certifications are highly desirable)
- Process driven, high attention to detail and passion for quality
- Never stop learning attitude
- Highly organized, with strong analytical and communication skills
- Able to manage senior stakeholders and resolve project conflicts

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

Sincerely,

