

Project Management Office Manager Cover Letter

60147 Mann GrovesNorth Wmport, RI 22059

Dear Finley Cassin,

I am excited to be applying for the position of project management office manager. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for project management support with planning, scheduling, cost control and other detailed technical tasks on key projects as needed.

Please consider my experience and qualifications for this position:

- Define project team roles and responsibilities
- Assist or lead efforts to develop and implement project portfolio and project management (PPM) processes and tools
- Work as part of a team to define, implement and monitor processes and standards for Project Management
- PMP Certification will be an asset
- Prefer experience with the National Security Agency (NSA)/ Central Security Services (CSS), Central Intelligence Agency (CIA) or in an Aerospace & Defense, specifically in technology and information systems planning to support business goals
- Experience should also include exposure to both shared and outsourced solutions, support of in-house information and communication systems in a multi-site client-server environment
- Moderate level of repetitive motion activities
- Able to use a computer/keyboard and telephone for extended periods of time

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

