

Service Manager Cover Letter

5176 Oswaldo PortsLake Paulaton, AK 39538-0122

Dear Drew Goldner,

I submit this application to express my sincere interest in the service manager position.

In the previous role, I was responsible for supervisory mentorship and technical direction to a distributed team of system validation and SW tools engineers, including planning, scheduling and execution of projects and activities.

Please consider my experience and qualifications for this position:

- Managed a major service business in a change environment
- Developed service strategy in dynamic market environment
- Business process modelling – familiarity with Microsoft Visio (and/or the like)
- Project management abilities for planning and successful coordination of Service Transitions
- Accountable for the delivery of our services according to the contract
- Accountable for implementing, monitoring and control of the delivery process
- Timesheets and billing instructions as needed
- Main point of contact for the customer

Thank you for taking your time to review my application.

Sincerely,

Spencer Dooley