

Strategy & Program Manager Cover Letter

20374 Minh FieldJacoboville, NJ 31515-2217

Dear Sawyer Ernser,

I am excited to be applying for the position of strategy & program manager. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for input into local Flextronics business and operational strategies to support long term customer and business needs.

Please consider my experience and qualifications for this position:

- Can evaluate and synthesize issues of average complexity
- Oversees routine and ad/hoc reporting of program activity, utilization or effectiveness
- Able to make recommendations for program changes using basic analytical and problem solving capabilities
- Detailed content knowledge of the specific program
- Knowledge of the fundamentals of program/product management, marketing, resource management, strategic planning, project management, budget development, relationship management, health sciences, and standard business practices
- Knowledge of large scale, national marketing and/or public health programs, including strategic planning, contract negotiation, financial management, product or premium development, publicity and promotion management
- Excellent written and oral communications skills, including those needed in consultation, writing and editing
- Demonstrated skill in the principles and practices of project management including planning, budgeting, scheduling, delegating, managing, and reviewing work, with strong attention to detail

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

Sincerely,

