

Kendra Perry

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Orlando, FL 76543

Ms. Saanvi Khatun
Hiring Manager
NHD Services, Inc.
(123) 456-7890
email@example.com

September 26, 2024

Dear Ms. Khatun:

In my current role as program manager for MetaBank, I devised a comprehensive training and professional development schedule that improved efficiency by 43% and employee satisfaction by 75%. I hope to drive similar positive results at your firm.

My work highlights and qualifications include the following:

- Monitored program milestones and outcomes and quickly solved problems, resulting in 34% faster progress toward goals in 2020
- Actively created opportunities for remote knowledge sharing and innovated new ways to spur collaboration across a wide region
- Pinpointed five key ways to improve training and performance of a remote workforce
- Excellent risk management and mitigation skills, with a talent for contingency planning to avoid foreseeable issues

I look forward to potentially telling you more about how I can help your organization, and I am available to talk at your convenience. Thank you very much for your time.

Sincerely,

Kendra Perry