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Tools for Transition cover letter sample

May 25, 2019

John Jones
Hiring Specialist
Confidential company

RE: Technical Product Manager

Dear John:

Thank you for your interest in my background for your open Technical Product Manager position. I respect the mission and accomplishments of *confidential* company, and know that my broad experience can make me to be a strong contributor.

A common thread of my 20+ years of product management experience has been the support of revenue increases, with process improvements for cost reductions, good use of resources, and improved efficiencies. I have always had the role of liaison between customers and technical departments to further innovative solutions for both products and processes.

Product Management: I have tremendous product development management experience in moving products from cradle to grave by incorporating agile methodologies. I collaborate with various cross-functional teams to innovate, design and manufacture solutions that exceed customer requirements and that support the company as a market leader with technology solutions. I ensure that products are fully tested and in compliance with all regulatory requirements.

Sales Support: In my most recent position, I provide technical expertise and guidance to create and deliver platform demos to potential customers.

- ✓ Achieved 100% customer commitments for testing demos so that the sales team could close deals that led to real increases in revenue and market share.

Customer Liaison: I understand customer business requirements and pain points, and can fully convey the value of technical solutions to non-technical people. I oversee the product development processes to meet customer real needs.

Technology Advancement: During my tenure at *confidential* company, I was instrumental in product life cycle management with tangible results such as:

- ✓ 45% reduction in time to perform specific tasks.
- ✓ Improved product-to-market 18% to 23% with reduced rework.
- ✓ Development of a new agile process engagement and deployment that improved engineering productivity by 15% to 20%.

Leadership: I have led teams of 13 engineers and coordinated work of 40+ staff members and 35 outside vendors to oversee multiple concurrent global product development. This has utilized my extensive experience in team building, training and overall management for products at different stages of their life cycles.

I am open to relocating to join *confidential* company, and can be available for an interview at your convenience. I look forward to speaking.

Best regards,

Elaine Andrews, M.S.