Dear Sir/Madame,

I am looking for Senior Program Manager/Director Program Management opportunity within your organization that could allow me to help drive success within a company such as yours. My experience can offer your organization a track record of developing and supporting solutions focused in the networking and financial services industry. Consistently recognized and tasked to improve organizational efficiency with comprehensive business and Information Technology expertise in strategy, analysis, research, and requirements gathering. Skilled People Manager, leading a team of 12 Program Managers, Business Analysts and Engineers, proving to be a successful mentor for aspiring program managers.

Recognized for communication and problem-solving skills, I have excelled in positions requiring exceptional business-to-IT coordination, and the ability to keep the shareholders informed and involved. I believe I can offer a unique combination of good business sense and an understanding of technology that can benefit your company.

Currently working with Juniper Networks for 10+ yrs., I have led a team of highly skilled Program Managers, Business Analysts and Engineers, achieving Global Services (GS) strategic objective and deliver consistent, predictable, high quality support & services through a contemporary Customer Success engagement model by evolving services and developing new technologies that enhance customer experience. Achieved billable utilization of 85% and a cost savings of $2.7 million.

Previously working in Citigroup Private Equity Services, I had provided senior level technical and business support for an in-house Private Equity Accounting Application system for 500+ associates using the Private Equity Processing system, unified reporting portal, Investment Café, and SQL Server 2000. Use Jira (Incident Reporting System) for repository and defect tracking. Interface with the user community to develop internal and external reports in J2EE and Business Objects. Identify common support requests and technology enhancements to improve system efficiency and reduce support requests.

I would appreciate the opportunity to learn more about this position and your organization, and to explore how I could best be of service in this role. I am available for an in-person interview at your earliest convenience and can be reached by telephone or email to arrange a mutually convenient time.

I look forward to your response, and our first meeting.

Sincerely,

Swetali Khapekar