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July 3, 2025

The Mom Project Hiring Team

The Mom Project

**SUBJECT:** Application for Business Project Manager, Project Governance and Planning

Dear The Mom Project Hiring Team,

I am writing to express my strong interest in the Business Project Manager, Project Governance and Planning role advertised on LinkedIn. My extensive background in establishing robust project governance frameworks and leading strategic planning for complex, cross-functional initiatives aligns perfectly with the requirements for your client in the insurance sector.

With over 10 years of project management experience in demanding industries like finance and healthcare, I have a deep understanding of creating and implementing governance structures from the ground up. In previous roles, I have successfully designed tailored governance models, defined clear roles and escalation paths, and established KPI-driven reporting mechanisms to ensure full alignment with executive sponsors and organizational goals.

My expertise includes facilitating stakeholder workshops to define scope, developing end-to-end project plans with detailed timelines and resource allocations, and proactively managing risks. I am highly proficient with Jira and Agile methodologies, holding multiple certifications including SAFe Agilist and Advanced Certified ScrumMaster (A-CSM), which I have used to guide teams toward successful project execution and adherence to governance.

I am confident that my adaptive approach and experience in business operations can help drive the success of the Wellness and Claim Strategy initiatives. I am eager to discuss how my skills in project governance and strategic planning can bring value to your client.

Thank you for your time and consideration.

Sincerely,