

SHEENA CHUGH

Senior Project Manager | Program Lead | Release Manager

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sheenachugh22.github.io/portfolio

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear Hiring Manager,

I am writing to express my strong interest in the [Position Title] role at [Company Name]. With over 9 years of progressive experience in project and program management across cloud infrastructure, MSP software, and enterprise applications, I am confident in my ability to drive successful project outcomes and deliver measurable value to your organization.

Throughout my career, I have consistently demonstrated a proven ability to lead cross-functional teams, manage complex stakeholder relationships, and deliver projects on time and within budget. What sets me apart is my deep expertise in **Jira administration and process automation**—I don't just manage projects, I optimize how teams work by building dashboards, automating workflows, and implementing scalable processes that drive efficiency and visibility.

In my current role as Program & Project Manager at Idealogical Group, I have achieved significant results including:

- **40% reduction** in manual coordination through custom Jira automations and workflow optimization
- **25% improvement** in forecasting accuracy via story point vs. actual time tracking
- Pioneered **AI integration** for automated test case generation with direct Jira mapping
- Built comprehensive dashboards and portfolios used by **50+ stakeholders** for real-time visibility
- Maintained **98% on-time delivery** rate across 15+ enterprise projects

My technical proficiency extends beyond traditional project management. I am skilled in Jira and Confluence administration, Excel VBA automation, and have hands-on experience implementing AI-driven solutions. This combination of strategic project leadership and technical capability allows me to bridge the gap between business objectives and technical execution.

I am particularly drawn to *[Company Name]* because of your reputation for innovation, commitment to excellence, and the opportunity to work with talented professionals who are passionate about delivering impactful solutions. I am excited about the opportunity to contribute my expertise in project governance, stakeholder management, and process optimization to support your team's continued success.

I would welcome the opportunity to discuss how my experience and skills align with your needs. Thank you for considering my application. I look forward to speaking with you soon.

Sincerely,

Sheena Chugh

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