

KATHY L. BOWERS

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July 26, 2020

Tom Davies
Human Resources
Tennessee Leadership, Inc.
Nashville, TN 38123

Re: Senior Project Manager Position

Dear Mr. Davies:

Teamwork, helping others, and excellence—these are just a few of the values that I share with Tennessee Leadership, Inc. These values, combined with my expertise in project management and leadership development, would position me to serve effectively as Senior Project Manager. Specifically, I could leverage my skills to complete projects on time/budget and to advance the R&D department's vision to upgrade legacy assessment platforms to improve customer experience.

Over the past ten years, I have worked in several divisions of a leadership development company, including Coaching Operations, Leadership Development Services, and Research/Evaluation. My diverse experience has given me a broad understanding of project management across multiple aspects of the leadership development business.

Below are some of my career contributions, which are parallel to the desired objectives for the current job opening.

- Supported **\$1M+** in revenue over the course of my career by running projects efficiently and effectively.
- Improved customer experience and reduced operational costs for several leadership development companies by implementing new 360 platforms and systems.
- Maintained a **90%+** satisfaction score across all clients with whom I have worked during the last **10** years.
- Enhanced the accuracy of time tracking and project outcome monitoring in almost every previous job.

My enclosed resume provides a more comprehensive description of my qualifications. I look forward to explaining, in greater detail, the value I can add at Tennessee Leadership.

May we schedule a time to talk?

Sincerely,

Kathy L. Bowers, PMP

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Enclosure