

# LAURA KRAYNAK

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Dear Hiring Manager,

Thank you for taking the time to review my resume and learn more about my professional background. I have more than 15 years of experience in contact center and retail operations. My specialty is leading large-scale, employee-focused programs. I have been fortunate to lead two high-impact programs at AT&T, a Management Development Program and the National Retail Uniform Program.

One of my favorite roles was leading our Management Development Program for top frontline and management employees with leadership aspirations. Participants attended a 3-day training and networking event and completed 5 months of self-paced curriculum. It was very rewarding to hear so many describe the program as a career highlight and even life-changing.

Over the years, I have developed a passion for program management which led me to earn my PMP certification in 2018. As I plan for the future, I look forward to putting my skills to work with a new team and continuing to make an impact as a Program Manager.

Based on my experience and current salary, my requirements are in the \$125,000 – 135,000 range, but I am flexible. I am planning to relocate to the Columbus, OH area in the Spring to be closer to family and friends.

I look forward to having a more in-depth discussion with you about my skills and experience, as well as learning more about opportunities on your team.

Sincerely,

Laura Kraynak