

# Account / Project Manager Cover Letter

52347 Dicki CourtGutkowskiville, CT 32723-2800

**Dear Reese Trantow,**

I am excited to be applying for the position of account / project manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for estimates and quotes for the respective inquiries and project utilizing the guidelines of the production facilities considering the market-, regional, customer-specific specifics.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Regularly interact cross functionally at a senior level with senior management and/or executives to ensure team objectives are met
- Lead and contribute to projects driving continuous process improvement initiatives
- Manage multiple work streams and/or projects concurrently, and deliver on-time and within budget
- Lead presentations of creative work to clients and leadership with a firm understanding of strategy and context
- Prepare, communicate with and educate client groups on working relationship with Global Creative, roles and responsibilities, changes in policies and practices within the organization, processes
- Ensure clients submit comprehensive strategic briefs to efficiently initiate work in the Global Creative Studio
- Using scheduling systems/sheets to keep track of workflow, resource allocation and project progress
- Owning the project delivery, ensuring each stage is progressing on time, on budget and to the right quality standards

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Frankie Kshlerin