

# Project Specialist Cover Letter

858 Gottlieb HarborTreutelpport, WI 18364

**Dear Stevie Okuneva,**

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

In my previous role, I was responsible for guidance, under supervision of Director of OIDRA or designee, to physicians and principal investigators, CPRMC, PRMC, DSMC, and IRB in the interpretation of applicable regulations and guidelines, to include but not limited to GCP, GLP, ICH, FDA, and NIH OBA guidelines.

Please consider my qualifications and experience:

- Able to work under fast deadlines with rapidly changing requirements
- Focused and detail oriented with an extreme attention to detail
- Familiarity with ERP software
- Familiarity with resource & portfolio management software
- Understanding and documenting business requirements in order to design new or streamlined products and processes
- Communicating project status to Project Team and TLS Business Heads other impacted groups and accountable for delivering projects on time and within budget and meeting project objectives
- Good verbal and written communication necessary
- Proficient in the use of Microsoft Office Suite at an intermediate level

**I really appreciate you taking the time to review my application for the position of project specialist.**

Sincerely,

Drew Deckow