

Planning Project Manager Cover Letter

6990 Layne Mountain South Tasha, MI 79421-0648

Dear Riley West,

I submit this application to express my sincere interest in the planning project manager position.

In the previous role, I was responsible for technical support in electric utility energy, financial forecasting and analysis to other departments for their use in operations planning and power scheduling, contract negotiations, supply- and demand-side resource assessment, rate design, and financial planning.

Please consider my experience and qualifications for this position:

- Experience interfacing and collaborating with peers, management, and other working departments while maintaining composure in demanding situations
- Understanding of transit, bicycle, and pedestrian planning and design principals
- Bachelor of Engineering or Technology
- Certified PMP or PRINCE 2 Practitioner
- Trained on PMBOK
- Knowledge of general construction techniques, including proper methodology of construction and sequencing of skilled trades
- Experience in general business practices of building trades, contractors and manufacturers with regard to sworn statements, invoices, waivers of liens, bonds, warranties, guarantees and bidding procedures accepted by the building industry
- Experience in development of drawings and specifications and capable of reading construction documents such as blueprints or blue lines, shop drawings and schematic drawings and diagrams

Thank you in advance for reviewing my candidacy for this position.

Sincerely,