

# Project Administrator Cover Letter

58258 Vickey Corners East Palmer, NJ 02231-7241

**Dear Phoenix Kutch,**

In response to your job posting for project administrator, I am including this letter and my resume for your review.

In my previous role, I was responsible for technical interpretation and expertise, and ensure adherence to policies, procedures and government regulations (including local building codes), good engineering practices, and customer specifications.

My experience is an excellent fit for the list of requirements in this job:

- Intermediate conflict resolutions skills
- Advanced knowledge of MS Word, Excel, Project and PowerPoint
- Consistent performance evaluation of overall 3.0 - 3.2 or higher (US only)
- Demonstrate an understanding of industry methodologies and knowledge PMBoK, Prince2
- Advanced knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint
- Familiarity with automated financial reporting/accounting environments
- Knowledge of document control tools and setup, scope control and change management procedures
- Maintain and communicate project billing milestone schedule

**Thank you for considering me to become a member of your team.**

Sincerely,

Frankie Parisian