

Project Administrator Cover Letter

756 Edwin IslandNorth Annabellton, KY 76060

Dear Sam Emmerich,

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

In my previous role, I was responsible for senior level structural expertise on all project aspects associated with conceptual engineering, detailed engineering designs, and preparation of contract documents for construction followed by construction administration with respect to the structural aspects of the project.

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

- Proficiency in Microsoft Office suite products, Excel, Word
- Previous experience with tracking, meeting scheduling, meeting minutes, organization, coordination for larger meetings, help work with local admins for off-site meetings
- Proactively look for opportunities to move our projects and teams forward
- Maintain confidential information as it relates to projects
- Assist Project Manager with other aspects of the team and project management
- Be able to juggle competing priorities with poise and a sense of humor
- Take pride in meeting deadlines while maintaining accuracy
- Proficient with Microsoft Office and Adobe Acrobat or Bluebeam software

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

Sincerely,

Emery Hahn