

# Project Administrator Cover Letter

14236 Lola Gateway Boyerland, TN 86968

**Dear Reese Leuschke,**

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

In the previous role, I was responsible for field engineering services to resource centers to ensure proper and cost effective construction methods and procedures are utilized.

Please consider my qualifications and experience:

- An interest in environmental issues
- Strong numeracy and attention to detail, including consistently producing work of a high standard
- Able to work effectively as part of a team being proactive and able to use own initiative
- Demonstrated background in supporting a bid & business development team
- Exposure to bids and tendering activity in the operations and maintenance sector is preferred
- Drive data accuracy for lead pipeline in the CRM system
- Learn new reporting and analytics techniques and approaches, and learn the Consulting business
- Act as a liaison between different teams

**Thank you for taking your time to review my application.**

Sincerely,

Alexis Maggio