

# **Project Director, Project Management Cover Letter**

782 Shanahan CentersLake Willene, NM 55802

**Dear Peyton King,**

I submit this application to express my sincere interest in the project director, project management position.

In my previous role, I was responsible for support to Project Management team to manage the procurement of permits and all necessary governmental approvals.

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

- Proficient knowledge and use of Microsoft Office (specifically Excel, Word, PowerPoint)
- Demonstrated success facilitating meetings to gain consensus/resolution
- Proven track record of driving change and execution
- Provide consistent reporting on milestones, deliverables, and budget status, risk and risk treatments
- PMI, PMP, Agile, Scrum
- Advanced decision making, problem solving, written and verbal communication skills
- Possess good organizational, presentation and leadership skills
- Previous experience in a senior managerial role of a project management team

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

Sincerely,

Denver Corwin