

Project Director, Project Management Cover Letter

1725 Green ParkNorth Myrlstad, ID 88334-7527

Dear Sawyer Lindgren,

Please consider me for the project director, project management opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support to prepare and review the annual project budget and the recruitment and procurement plan, in coordination with Regional HR Specialist and Regional Procurement Advisor;.

Please consider my experience and qualifications for this position:

- Project Management or equivalent experience
- Business Process Improvement, Program or Project Management
- Six Sigma Green Belt or equivalent experience in business process improvement
- Client Focus Leadership
- Move about the workplace
- Experience managing large-scale government contracts preferred
- Certification in project management (PMP, CAPM) highly preferred
- Working knowledge of standard Project Management tools (MS Project, Excel, Visio, SharePoint) and templates preferred

Thank you for taking your time to review my application.

Sincerely,

Lennon Lakin