

Project Management Associate Cover Letter

57509 Koelpin HavenMurielmouth, LA 79637-6234

Dear Rowan Luetzgen,

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

In my previous role, I was responsible for technical security information to support projects, new business efforts, Chemonics' knowledge base, practice networks, and other work products, as requested by supervisor and colleagues.

Please consider my qualifications and experience:

- Develop and manage deliverables for client submission
- Excellent written and verbal communication skills to, among other things, assist with translating technical subject matter into plain language for public consumption
- Flexible and positive attitude, in the face of challenges and ambiguity
- Member of the Royal Institution of Chartered Surveyors or equivalent recognised institutional body
- Full understanding of the component parts of a project and overall project management techniques
- Fluency with the different procurement methods available in the industry
- Good familiarity of the organisation's (company) Policies and effective use of corporate systems and processes for delivering tasks
- Confident use of Microsoft Office and other role related software packages

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

Sincerely,

Shae Rohan