

Project Management Associate Cover Letter

526 Robel Field East Lloyd, MS 40978-0430

Dear Parker Toy,

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

In the previous role, I was responsible for professional guidance within requested educational programs and maintains a working knowledge of specialized fields of evidence-based public health practice, HIV/STD/VH prevention, and evidence-based behavioral science interventions by accessing CCP electronic library resources, reviewing literature, participating in webinars, active participation in staff development sessions, attending relevant state and national conferences and meetings.

Please consider my qualifications and experience:

- Experience tracking all budget-related information, including billable hours and project expenses
- Thorough understanding of the variety of online marketing channels including web development, paid search, display media and social media
- Proficient in project management tools including but not limited to Netsuite, Jira, and Microsoft Office suite of tools, including Excel and Microsoft Project
- Working or school experience examples that demonstrate leadership and diligence
- Familiarity with project management software including MS Project
- Currently possess or working towards securing Chartership
- Hold current Security Clearance or happy to undertake the process of securing
- Secret Clearance (Interim OK)

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

Sincerely,