

Project Management Associate Cover Letter

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Dear Baylor Kris,

In response to your job posting for project management associate, I am including this letter and my resume for your review.

Previously, I was responsible for professional guidance within requested educational program 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.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Proficiency in a variety of PC applications and databases including MS Project, Word, Excel, PowerPoint, and SharePoint
- Strong attention to detail demonstrating accuracy in tracking and reporting data
- Proficient in Project Management tools (i.e., MS Project) or similar project tool
- Successful track record of project management in biotechnology and/or pharmaceutical industry
- Relevant clinical research experience with an understanding of clinical drug development and clinical trials operations
- Experience with TMF/eTMF
- Previous CRO or Pharmaceutical experience
- High proficiency with full MS Office Applications, including MS Project

Thank you in advance for reviewing my candidacy for this position.

Dallas Schamberger