

Project Management Coordinator Cover Letter

216 Abbott Lane Blandtown, AL 26756

Dear Charlie Greenholt,

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

In the previous role, I was responsible for guidance to HA and Carle on information management and data strategy to support care and utilization management processes.

Please consider my qualifications and experience:

- Proven experience in project management or order management
- Pharmaceutical industrial experience in supply chain, project coordination, and customer service preferred
- Demonstrates respectful behavior at all times
- Builds and maintains working relationships
- A basic understanding production methodologies across multiple mediums and platforms (TV, digital, social, print)
- Understanding of (or a willingness to learn), the project and production management tools used throughout the company
- Previous project management or production experience
- Experience in project controls / project management

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Emerson Stehr