

Project Management Coordinator Cover Letter

759 Ward Lake Xiaobury, NJ 21567

Dear Reese Greenfelder,

I submit this application to express my sincere interest in the project management coordinator position.

In my previous role, I was responsible for timely technical and project management support to DS manufacturing operations and change initiatives for existing processes.

Please consider my experience and qualifications for this position:

- Advanced organizational skills with strong attention to detail
- Excellent project management skills with experience in managing many small to medium sized projects simultaneously
- Client focused with excellent client management skills
- Ensure committed deliverables and milestones are achieved
- Software Development Life Cycle experience desirable
- Experience with project management tools would be an advantage
- Post-secondary education in computer science, business or equivalent is an asset
- Project management experience and project management professional (PMP) certification would be an advantage

I really appreciate you taking the time to review my application for the position of project management coordinator.

Sincerely,

Peyton Macejkovic