

# Project Management Coordinator Cover Letter

646 Hane WaysPort Harrisonville, ID 32215

**Dear Corey Schmidt,**

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

In my previous role, I was responsible for project Management to ensure business processes and technology solutions align with business objectives.

Please consider my qualifications and experience:

- Superuser in MS Project for planning and MS Excel for estimating
- Excellent organization, facilitation and influencing skills in expediting and tracking project activities with team members and internal and external partners
- Experience writing database SQL queries, analyzing results and regular/ad hoc reporting
- Experience coordinating and participating in the completion of unit testing, integration and system testing, according to detailed test plans to ensure high-quality systems
- Experience assisting business partners with User Acceptance Testing
- Experience with VBA and .net applications preferable
- Experience creating business specification documents and communicating effectively with both technology and business partners
- Experience creating system documentation and delivering end user training

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

Sincerely,

Dakota Heathcote