

# Project Management Coordinator Cover Letter

940 Zane Rapids Jimmieborough, OH 42757-3200

**Dear Morgan Wisozk,**

I am excited to be applying for the position of project management coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for specialized business management guidance and support for a functional area and implement policies / processes and/or initiatives to meet business management, strategy and governance objectives.

Please consider my qualifications and experience:

- Competent in use of MS suite
- Experience with AS project practices and contracts an advantage
- Proven track record working collaboratively to deliver outcomes
- Deliberate and effective attention to detail
- Working experience with Project Management information systems
- Understanding of Project Management frameworks
- Proficient with Microsoft Office, specifically Excel/Project/Powerpoint
- Performs tasks with care

**Thank you for taking your time to review my application.**

Sincerely,

Tatum Halvorson