

# Project Management Director Cover Letter

2802 Karan ThroughwayNorth Lanell, IN 54022-9513

**Dear Haven Cassin,**

Please consider me for the project management director opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for leadership, teamwork and broad knowledge of all aspects of research and development, including clinical, CMC, regulatory, non-clinical development and the IND enabling process.

My experience is an excellent fit for the list of requirements in this job:

- Has sustained high energy levels, energises team and can influence it to tackle problems
- Forms effective and lasting networks with colleagues across functions
- Has good knowledge of multi-cultural and multi-functional specificities and ways of working
- Can effectively influence within the project team and across stakeholder groups
- Is competent in working with team dynamics and leadership principles
- Successful track record of creating and managing accurate project plans and timelines with the use of software including MS project, PowerPoint, Word and Excel
- Portuguese/English fluency
- Act as the key client contact for designated clinical projects/programs, and develop successful relationships with clients to drive increased volume of business

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

Sincerely,

Drew Bauch