

Project Management Project Manager Cover Letter

5303 June Union North Tijuana, TN 30145-9194

Dear Onyx Rice,

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

Previously, I was responsible for support to the Director of Project Management to continuously improve the project/ portfolio management process of the Berkeley, Supply Center.

Please consider my qualifications and experience:

- PMP Certified and/or MBA preferred
- Effective verbal and written communication skills on a technical level with excellent interpersonal and customer relation skills
- Demonstrated skills and broad understanding in project planning, budgeting, forecasting, and cost tracking
- Experience with all phases of project management with demonstrated success across a variety of project types
- Highly proficient in Microsoft Project and the Microsoft Office Suite (Word, Excel, PowerPoint, Visio)
- Business acumen, including organizational, marketplace and customer awareness and appreciation of the importance of business relationships
- General IT fluency
- Creative, self-confident, and flexible

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

Sincerely,

Story Stoltenberg