

# Project Manager Assistant Cover Letter

6071 Hilpert SummitLake Natalialand, AZ 23457

**Dear Denver Grimes,**

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

Previously, I was responsible for full administrative support for executives within the organization, which includes scheduling travel arrangements, email management, filing expense statements, calendar management, document control, database management, document trackers and project correspondence.

Please consider my experience and qualifications for this position:

- Coordinate with warehouse staff and vendors to fulfill orders and determine estimated time of delivery
- Professional Engineer, Registered Architect, CCM, and/or PMP certification are valued
- Advanced PC skills, including use of Word, Excel, PowerPoint preferred
- Experience managing field staff and building relationships with owners
- Well organised and confident, with enthusiasm for learning new skills and willingness to take on a variety of tasks
- Able to establish and build relationships with suppliers, client/contractors and internal stakeholders
- High level of experience in the management of the development and procurement of complex infrastructure including brown-field rail projects
- This role is identified as a Rail Safety Worker (RSW)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Max Brakus