

# Project Manager Assistant Cover Letter

630 Hermann Freeway East Bethanienmouth, OR 49387

**Dear Tatum Rath,**

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

In my previous role, I was responsible for expertise and guidance to the Business in the use, adoption and continuous improvement of the configured LabWare LIMS system.

Please consider my qualifications and experience:

- Developing and maintaining project resource schedules
- Providing status reports
- Understanding of project management/ project controls and procedures normally associated with a project environment
- Act as a primary contact and focal point for the Employer in all forms of communication and information
- Ensure that a Project Scope together with associated budget and timescales are established and monitored
- Provide support and advice to the employer regarding aspects of project scope as appropriate
- Ensure that the Employer's policies, procedures and quality management system are complied with
- Knowledge of APM BoK

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

Sincerely,

Dallas McClure