

# Project Manager Associate Cover Letter

66093 Granville Hollow West Kittieshire, WA 85825

**Dear Marion O'Reilly,**

I would like to submit my application for the project manager associate opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for project management services from initiation through closing according to established project management methodology.

Please consider my qualifications and experience:

- Well versed with MS-Office suite – Word, Excel and Power-point
- Experience assisting project management team in day-to-day operational and tactical aspects of multiple and small to large-scale projects
- Experience working with project budgets
- Experience with the use of SAP preferably PP/DS and MM modules
- Experienced in MS Office tools
- Risk Analysis and Management, Contingency planning
- Proficient in Microsoft applications, specifically Project, Word, Excel, and PowerPoint
- Experience creating and managing timelines

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

Sincerely,

Shae Grimes