

Project Manager Associate Cover Letter

56379 Braun StravenueRickieborough, WA 33339

Dear Jordan Franecki,

I am excited to be applying for the position of project manager associate. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for specialized IT and Web services in the management, coordination, scheduling and delivery of large and/or complex technology-based specialized IT project(s) driving projects through various stages of the project lifecycle including project initiation, planning, execution and closure.

Please consider my experience and qualifications for this position:

- May also provide assistance with project management activities for mid to large scale/business critical projects under supervision of senior project management staff
- Assist in producing technical guides, presentations and documentation for the CMS team
- Monitor production support and ad-hoc tasks and activities provided by the onshore team
- Partner actively with both onshore and offshore teams on a daily basis
- Participate in Quality Assurance (QA) testing and own the production of release notes for every monthly and quarterly CMS release
- MS is Supply Chain Management, or related field
- Manage the routing process for all projects coming into the studio through the digital routing system
- Monitor project progress continuously—keeping client and studio team informed, evaluating process to identify risks and proactively communicating concerns and solutions to clients and studio team

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

Sincerely,

