

Project Manager Associate Cover Letter

96190 Rice Forest Lake Ramonerville, SC 51860-2791

Dear Hayden Hartmann,

Please consider me for the project manager associate opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for project management services to support the initiation, planning and implementation of the technology deliverables for the project.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- PMP certification a strong asset
- Transformer experience a strong asset
- Solid track record of managing multiple fast-paced projects with engineering and production content, ideally with large transformer content
- Project Management Institute (CAPM) certification preferred
- Experience assisting in and/or leading contract negotiations
- Working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Visio), SharePoint for project collaboration and file management
- Proficient in Microsoft Office software (Word and Excel)
- Leadership and superior communication skills are essential

Thank you for taking your time to review my application.

Sincerely,

Spencer Hayes