

Project Manager Associate Cover Letter

22424 Toney Village East Berniestown, WI 28329

Dear Emerson Herman,

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

Previously, I was responsible for full project lifecycle support from requirements definition through post deployment and go live activities, to formal project close out.

Please consider my qualifications and experience:

- Assist the Program Lead and project team on projects and assignments including, site selection, due diligence, programming, test fits, ROM estimates and business partner coordination
- Manage Definition Phase for small projects
- Procure and manage vendors during Definition Phase
- Demonstrates knowledge and experience in the specific skills suited to the role
- Requires travel on a project basis
- Knowledge of construction contracts, means, and methods is preferred
- Decisions made with general understanding of procedures and organizational policies to achieve set results and deadlines
- Familiarity with project planning and scheduling activities

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Max Maggio