

Project Manager / Business Analyst Cover Letter

930 Reena Row Benitabury, MO 78814-9216

Dear Armani Lindgren,

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

In the previous role, I was responsible for support to internal IT engineers, project managers and external vendors for Contact center systems and interfaces.

Please consider my experience and qualifications for this position:

- Engage directly with client teams and successfully tailor messages and delivery styles to the audience
- Report status to client team on regular basis through weekly meeting and status report preparation
- Excellent writing skills, both authoring and editing documents and communications
- Strongly motivated and self-directed
- Excellent presentation skills in both preparation of materials and audience delivery
- Strong focus on client success and satisfaction
- To capture the business requirements, and to provide documented record of the requirements
- Agree and define project scope and objectives

Thank you for considering me to become a member of your team.

Sincerely,

Landry Konopelski