

Project Manager / Business Analyst Cover Letter

83649 Turner ExtensionsHowehaven, OK 20715-6717

Dear Dakota Kautzer,

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

In the previous role, I was responsible for project Management for internal IT projects responsible for defining scope, cost and schedule and managing execution activities to successfully new capabilities.

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:

- Solid understanding of technology and technological interdependencies
- Experience in preparing and coordinating pre-requisites for executing UAT cases
- Able to demonstrate effective problem solving and decision-making skills, good insight and judgment innovative and creative thinking
- Able to speak, read and write in English and perform basic mathematics (add, subtract, multiply, divide), interpret and communicate information regarding prints, maps, work orders, technical material, timelines, work management and budgets
- Able to operate a copy machine, fax machine, calculator, telephone, and other office equipment
- Able to travel for field inspections within Distribution Power Delivery service area
- Experience with Cash Equities preferred
- Exception customer service foundation and practice

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

