

# Project Manager Service Cover Letter

9159 Hong IsleShalondaport, MT 35175

**Dear Jordan Bechtelar,**

In response to your job posting for project manager service, I am including this letter and my resume for your review.

In the previous role, I was responsible for guidance to Executive Director on business and administrative functions including the need for personnel, office equipment, office space needs, etc.

Please consider my experience and qualifications for this position:

- Strong verbal and written communication skills with all levels internally and externally
- Demonstrable track record of Health, Safety and Environmental leadership, including through site management
- Computer literacy – Minimum Microsoft Office, Microsoft Project
- Experience in dealing with Project related accounting methods and procedures
- Experience with MS Word, Excel and Project
- Understanding of and proficient in project management skills
- Management of multiple projects at the same time
- Complete understanding of HVAC, Building Automation and Electronic Control Systems

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

Sincerely,

River Towne