

# Project Manager Service Cover Letter

995 Gleason OvalDontemouth, NY 20609

**Dear Tatum Grady,**

I submit this application to express my sincere interest in the project manager service position.

In the previous role, I was responsible for leadership on large scale, highly complex projects using primarily Scrum Agile methodology and as needed Waterfall, and/or a combination of both methodologies.

Please consider my experience and qualifications for this position:

- Project Management – accurately reviews length and difficulty of projects and tasks
- Influence - develops and uses subtle strategies to influence others
- Organizing – marshals resources (people, material, support) to get things accomplished
- Full understanding of job functions and processes for artwork creation and separation, workflow, quality, graphics proofing and print tooling manufacture (if appropriate)
- Proficient knowledge of Apple OS environment, Adobe Suite software and Microsoft Office (Word, Outlook, Excel)
- Passion for customer service and operational excellence
- Excellent and concise oral and written communication skills
- Strong organizational skills with aptitude for detail

**Thank you for your time and consideration.**

Sincerely,

Tatum Osinski