

Services Project Manager Cover Letter

400 Beahan Road Port Adelle, AZ 40031-2687

Dear Haven Nikolaus,

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

In the previous role, I was responsible for technical advice to Office of Environmental Health & Safety (OEHS) Management in terms of oversight of environmental site assessment contractors as well as contractor budget and schedule control.

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:

- Project Management Professional (PMP) designation - or agreement to complete within 24 months
- Possesses excellent leadership skills that can facilitate solution generation and the transition of knowledge within and between teams
- Highly organized and able to effectively manage multiple projects
- Understanding of the Auto Business an asset
- Exceptional communication in both written and presentation
- Experience managing projects across multiple departments, platforms, and methodologies
- Based in Vietnam, and speak Vietnamese, English to work with clients in Vietnam
- Basic GMP and GLP experience preferred

Thank you for your time and consideration.

Sincerely,

Tatum Paucek