

Special Project Manager Cover Letter

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Dear Justice Gutkowski,

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

In the previous role, I was responsible for leadership for all on-site personnel and to manage all aspects of the pre-construction and construction of each assigned project.

My experience is an excellent fit for the list of requirements in this job:

- Knowledgeable of OSHA construction safety standards
- Experience with Massachusetts public procurement construction law is highly desirable
- Demonstrated excellent client, partner, and vendor service management skills
- Proven capacity to anticipate obstacles and plan for contingencies
- Broad knowledge of technology-related initiatives and an understanding of impact to the organization of such initiatives
- Knowledge of, and experience with, project management methodologies such as Agile/Scrum, PMBOK (Waterfall), and others
- Demonstrated success in managing multiple projects, priorities and people concurrently in a fast-paced, high-growth and results driven environment
- Design and construction project management experience

I really appreciate you taking the time to review my application for the position of special project manager.

Sincerely,

Haven Gulgowski