

Support & Admin Cover Letter

38352 Crist Lodge New Vallieton, IA 86633-1288

Dear Jordan Willms,

I submit this application to express my sincere interest in the support & admin position.

In my previous role, I was responsible for support in various endeavors sponsored by the LAN- WAN Services Division in support of the Department of the State IRM technical mission.

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

- Understanding of Cost control, dependency management, risk/issues management
- Knowledge and use of planning tools Artemis / P6 / MSP P6 preferred
- Awareness or use of project methodologies such as Prince2, Atern(agile), P3O
- Experience of process development and modelling
- Finance background is an advantage
- Can adapt to different time zone as needed
- Valid and current SC clearance (Immediate start essential)
- Similar admin focussed duties in a PMO environment

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Reese Yundt