

# Tech Project Manager Cover Letter

67768 Ursula Row South Jordon, TX 96707-3578

**Dear Parker Murphy,**

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

Previously, I was responsible for technical leadership and direction for the overall management of multiple infrastructure technology domains and project initiatives.

Please consider my experience and qualifications for this position:

- Experience running globally distributed projects
- Experience with metrics analysis using LEAN Six Sigma or CMMI is preferred
- Prior Anthem experience
- Continuing education in new technologies, communications
- Initiate and maintain liaison with prime client, A/E contacts, key suppliers and subcontractors to facilitate preconstruction and construction activities
- Manage design consultants, architects and engineers to ensure design deliverables are fit-for-purpose, cost effective and meet scope of work objectives, standards and client specifications
- Provide management and administrative direction to on-site construction managers and superintendent to ensure project is built on schedule and within budget while meeting MWHC safety and quality standards
- Manage financial aspects of contracts (proposals, contracts, invoicing, change control ) to protect company's interest and simultaneously maintain good relationship with the Client

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

Sincerely,

Landry Greenholt