

JOHN SMITH, PMP

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Date: January 1st, 2020

Mary Anderson

Senior Recruiter
Employer Name
Address Line 1
City, State Zip

Re: Project Manager

Requisition ID: 12345

Dear Mary Anderson,

Your posting on Indeed.com regarding an opportunity to assist in the transition from sales acceptance to project management caught my attention because the qualifications and duties closely align to my role as a **Senior Project Coordinator since 2015**. I offer a proven track record in **directing field project teams** to ensure the timely completion of deliverables per deadline.

As a Senior Project Coordinator, **I scope projects, estimate costs (time plus materials), establish timelines & milestones**, assign tasks per expertise and motivate teams to reach deadlines. I work with a Project Manager (PM) to prioritize deliverables, improve the quality and depth of internal talent pool, as well as increase team engagement to minimize the staff turnover rate.

As an Operations Manager at Insert Employer, I **directed an office renovation project from conception to timely delivery** via scoping, estimating costs, purchasing materials, recruiting subcontractors and coordinating both delivery and installation. I also worked alongside the Vice President Operations to implement standard operating procedures (SOPs) company-wide.

I earned a **Project Management Professional Certification (PMP)** from the Project Management Institute (PMI) in May 2018 and a Bachelor of Business Administration (BBA) Degree in Leadership & Entrepreneurship from Florida Atlantic University. I possess excellent organizational and time management skills, along with expertise in using **Microsoft Project and JIRA**.

I welcome an opportunity to further discuss how my experience as Senior Project Coordinator will help Employer Name Here to deliver projects within budget per deadline. Please contact me at your earliest convenience to schedule a follow-up call. My direct line is **561-303-5515**.

Sincerely,



John Smith, PMP
Enclosure: Resume