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| Jacob Hancock |  | JH |
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| Nashville, TN  805.555.0105  jacob@example.com | | |
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| August 5, 20XX Eugenia Lopez  Hiring Manager  Adatum Corporation  345 W. Main  Los Angeles, CA14151 |  | Dear Eugenia Lopez, I am excited to submit my application for the Project Manager position at your company. As an experienced project manager with a bachelor’s degree in computer science and a master’s degree in business administration, I am confident in my ability to manage complex technical projects and collaborate effectively with cross-functional teams.  In addition to my technical skills, I have also developed strong leadership and problem-solving skills, which have enabled me to effectively manage teams and mitigate risks. As a hackathon participant and volunteer programming instructor, I have also demonstrated my ability to work well under pressure and communicate complex technical concepts to a diverse range of audiences.  I am excited about the opportunity to contribute my skills and experience to your team and help drive the success of your projects. Thank you for considering my application. I look forward to discussing my qualifications further. Sincerely**,** Jacob Hancock |