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July 31st, 2025

Riley Mulligan

Insight Global

SUBJECT: Application for Project Manager at Insight Global's Client

Dear Riley Mulligan,

I am writing to express my strong interest in the Project Manager position for your retail investment client, which I discovered on LinkedIn. With a Bachelor's Degree in Systems Engineering, a background in the retail sector, and over 10 years of comprehensive project management experience, I am confident I possess the skills and qualifications to excel in this fully remote role.

My career has been centered on executing complex projects from conception to completion, a process that mirrors the lifecycle from site acquisition to construction. I have a history of successfully managing multiple projects simultaneously, ensuring all deadlines and quality standards are met. This includes overseeing proposals from consultants, managing internal and external stakeholder relationships, and proactively identifying process improvements to enhance efficiency.

In my previous roles, I was responsible for monitoring and reporting on key deliverables, timelines, and performance metrics, ensuring project alignment with strategic goals. My experience managing cross-functional teams and third-party vendors to deliver high-quality products for clients like Dick's Sporting Goods has prepared me to effectively manage the coordination required for this role.

I am eager to bring my adaptive project management approach and strong communication skills to your client's team. Thank you for your time and consideration.

Sincerely,

Sebastian Ochoa Alvarez