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July 30, 2025
Hiring Manager
Talentify.io

SUBJECT: Application for Project Coordinator (Project Manager 1) at Talentify.io

Dear Hiring Manager,

I am writing to express my keen interest in the Project Coordinator (Project Manager 1) position at Talentify.io, as advertised on LinkedIn. My 10+ years of experience in leading complex technology projects across diverse sectors, including healthcare, aligns perfectly with the requirements outlined in the job description.

My background encompasses extensive experience in Agile methodologies (SAFe, Scrum, Kanban) and traditional project management frameworks. I have a proven track record of successfully managing projects from initiation to completion, consistently delivering exceptional results. My expertise extends to managing project artifacts, facilitating stakeholder communication, and ensuring projects adhere to strict deadlines and budgets. I am proficient in using Microsoft Project and the entire Microsoft Suite.

Throughout my career, I have consistently exceeded expectations in project delivery, achieving quantifiable results in various industries. For instance, at Globant, I improved the performance of an e-commerce platform by 40% for Dick's Sporting Goods. At Mango-Soft, I successfully delivered several cloud-based healthcare solutions for major clinics, optimizing operational efficiency. I am confident my skills and experience make me a strong candidate for this role.

My adaptability and ability to thrive in dynamic environments make me particularly suited to the demands of a fast-paced, remote position. I am eager to contribute my expertise to Talentify.io and look forward to the opportunity to discuss my qualifications further.

Sincerely,

Sebastian Ochoa Alvarez