

Terris Vincent

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Digital Nova Scotia

RE: Project Co-Ordinator role

Dear Hiring Manager,

I am applying for a position at Digital Nova Scotia because your mission and vision align with my values. As you'll see from my resume, what motivates me is working for organizations, like yours, that serve a higher purpose. I would love to bring my skills and experience to support your cause.

Skilled Project Coordinator with 10 years of experience in the industry. Highly adept at handling various responsibilities by prioritizing my tasks, establishing clear deadlines and finding creative solutions to eliminate obstacles. My experience has equipped me with the necessary tools to succeed in this position:

- Program Development
- Business Management
- Program Management

While I am grateful for the opportunities afforded to me in my prior position, I am ready to embark on a new career path that offers new challenges for me to put my skills to use.

Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity with Digital Nova Scotia. I look forward to hearing from you soon.

Sincerely,

Terris Vincent