Dear Hiring Manager,

Thank you for the opportunity to apply for the **Project Manager/Coordinator** role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate what is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a proactive professional who has been consistently praised as efficient by my co-workers and management. Over the course of my 9-year career, I’ve developed a skill set directly relevant to the project manager/coordinator role you are hiring for including data collection and analysis operating policies and procedures and project planning. Overall, I have consistently demonstrated analytical, problem-solving, and technical abilities in every aspect of my professional roles and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities with benefit your organization. Please contact me at907-707-5654 or via email at [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com) to arrange for a convenient meeting time

Thank you for your time and consideration, I look forward to hearing from you soon

Sincerely,

Sue Darby