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To whom it may concern,

I am applying for the position of Associate Program Manager. After reviewing the job description and navigating the company website I believe I would be a great fit for this position. My education, work experience, and motivated, meticulous work ethic will prove to make me an effective asset to the RMEI team.

I currently work as a project manager for a medical communications company based in Sea Girt, NJ (all employees work virtually). I am applying for the Associate Program Manager position because I am looking to join a company that allows me to utilize my previous work experience at a higher level with the possibility of career advancement. My current employer is a small medical education organization and there is limited room for progression. After reviewing the job requirements for this position I was intrigued and excited about the opportunity to use the experience I have gained in oncology field as a project manager (day to day management of projects, managing program budgets, ensuring timely project completion) and apply them to a company that is well established and continuously advancing.

In my years of working as a project manager in the medical education industry I have gained many skills that would allow me to seamlessly transition to RMEI. A few of these important skills include:

* Working on the day to day operations and logistical details for organizing CME activities (budgets, scope changes, daily reporting to team etc.).
* Working closely with Pharmaceutical companies to abide by guidelines and regulations.
* Implementing many successful CME programs: [www.plexuscomm.com](file:///C:\Users\Owner\Documents\www.plexuscomm.com)).

I greatly appreciate your consideration for the position of Associate Program Manager at RMEI. Thank you for taking the time to view my resume and cover letter. I will follow-up with an email in a week’s time.

Respectfully yours,

John Eller

**Salary History**

Plexus Communications 2012 - $35,000