Mason Jensen

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Dear Hiring Manager,

Dear Mr. Heald:

When I heard of your search for an Solar Assistant Project Manager to join your team, I was eager to send you my resume for your consideration. With my experience in project coordination throughout my educational background, as well as my commitment to team collaboration and client service excellence, I feel confident that I would significantly benefit your organization.

From coordinating logistics and defining objectives to performing research and building relationships, my background has prepared me to excel in an assistant project manager role. With a solid foundation in the basic principles of project management, my communication and time management capabilities position me ready to thrive in this challenging and energizing field.

Highlights of my background include:

Earning a Bachelor of Science in Business Administration degree with a concentration in Project Management from the University of Texas, Austin.

Demonstrating superior administrative skills in tasks such as budgeting, scheduling, team coordination / leadership, resource allocation, and records maintenance.

Completing multiple practicum projects throughout my educational experience focused on managing all aspects of special projects from inception through final execution (please see my resume for more details).

Ensuring exceptional customer service within a variety of different public-facing capacities in my professional background; demonstrating expertise in written and verbal communication skills.

Utilizing organizational, analytical, and motivational skills to propel projects and teams to peak results.

With my previous academic-based experience in project management tasks, coupled with my enthusiasm and dedication to achieving success, I believe I could swiftly surpass your expectations for this role. I look forward to discussing the position in further detail.

In the meantime, thank you for your consideration.

Sincerely,

Jill T. Graham