

# MARY STEVENS

PROJECT MANAGER

---

Karen Cunningham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

Date 22<sup>nd</sup> May 2012

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a project manager which was recently advertised on the dayjob.com website.

My background in project management includes working in the ..... and ..... sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also have considerable understanding of ..... and .....

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in a project, and oversee and monitor it until both I and the client are completely satisfied. The foundation of my success lies in my talent and passion for project management. As a highly motivated person I view operational problems as business challenges and opportunities waiting to be discovered. In every company I work for I not only bring new energy, fresh ideas and a different way of thinking, I also guide them to achieving their full potential.

With my present employer I have a well deserved reputation for getting all projects no matter how large or small, done on time and within budget. I have a track record of planning and coordinating all project phases from conception, through to design and execution. For me it would be a honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

Mary Stevens  
123 Some Made Up Road  
Birmingham B111 8AAA  
T: 0044 121 638 0026  
E: info@dayjob.com

---



**Copyright information - Please read**

© These [cover letter examples](#) are the copyright of Dayjob Ltd 2012. Job seekers may download and use this particular cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: [info@dayjob.com](mailto:info@dayjob.com).